DEPARTMENT OF THE ARMY
BRAVO COMPANY 701ST MILITARY POLICE BATTALION
7130 COLORADO AVENUE SUITE B
FORT LEONARD WOOD MO 65473

ATSJ-BTB   11 May 2023

MEMORANDUM FOR RECORD

SUBJECT: Bravo Company, 701st Military Police Battalion Policy Memorandum #8 - Leave and Passes

1. REFERENCE:

    a. AR 600-8-10, Leave and Passes, RAR 03 June 2020.

    b. 701st MP BN Policy Memorandum #11, Leave and Passes, 10 April 2012.

2. Purpose: To establish a policy that outlines Leave and Pass procedures for all personnel assigned or attached to Bravo Company, 701st Military Police Battalion.

3. Applicability: This policy applies to all personnel assigned or attached to Bravo Company, 701st Military Police Battalion.

4. The Army leave program provides a generous number of days for Soldiers to rest and recuperate from extremely long work periods.

5. Leave:

    a. To avoid forfeiture of leave at the end of the fiscal year, we must encourage Soldiers to use their leave wisely. Supervisors will ensure that Soldiers have a feasible leave plan developed to maximize personal time off. Supervisors are also required to review Soldiers' Leave and Earning Statements as a tool to help manage Soldiers' leave plans.

    b. Normally, no more than 30 days leave will be approved at one time except for PCS or transition leave. Only the Battalion Commander can approve exceptions to this 30-day rule.

    c. All Soldiers going on ordinary leave must sign out through the 701st Military Battalion S1 located in Building 840 Colorado Ave. After business hours Soldiers will sign out through the 701st Military Police BN Staff Duty. Failure to sign in or out may result in a loss of leave days.

d. Soldiers requiring emergency leave will immediately contact their chain of command. The chain of command will verify the emergency leave condition and initiate a DA Form 31. During duty hours, the Battalion S1 will process the DA Form 31 and assign a leave control number. During non-duty hours, the BN SDNCO will assign a leave control number given to them by the Battalion S1.

e. USANG/USAR will not be allowed to exceed their accrued amount of leave at any time, to include HBL.

(1) Students in training are required to remain inside the continental United States while on leave or pass. Exceptions to this will be made on a case-by-case basis only for emergency leave type circumstances. Students in a blackbird status may travel OCONUS to approved areas. All Soldiers who request to travel OCONUS must receive country security brief prior to leave approval through the 701st MP BN S2. Leave packets must be submitted IAW AR 600-8-10, Leave and Passes.

(2) We will facilitate paternity leave. This must first be approved by the student's SGL because the student will be missing more class time.

(3) Students will be afforded the opportunity to take Holiday Block Leave (HBL) for the Christmas and New Year's Holidays. This is chargeable leave. Prior to purchasing tickets or making travel plans, verify dates for HBL with Bravo Company.

(4) Advance leave will be granted on a case-by-case basis. Any students requesting advanced leave will require a memorandum to the Commander to explain why the student needs advance leave.

6. Pass:

a. Company Commanders are the approving authority for granting regular passes IAW AR 600-8-1'0, 5-27 (b).

b. A pass is required when a student will be outside of Ft. Leonard Wood past midnight. The Fort Leonard Wood area is defined as a 40 mile radius around post.

(1) If a student is in St. Louis or Springfield after midnight they are required to have an approved pass.

(2) A student does not require a pass if they travel outside the 40 mile radius around Fort Leonard Wood, but return to Fort Leonard Wood area by midnight.

    c. The following restrictions are placed on passes when driving a POV and staying overnight:

       (1) 1 day pass overnight 150 miles one way

       (2) 2 day pass overnight 250 miles one way

       (3) 3 day pass overnight 400 miles one way

       (4) 4 day pass overnight 500 miles one way

    d. Passes for MPBOLC will only be granted to students after week 4 of training. Special circumstances may be approved by the Commander. Special circumstances may include but are not limited to family emergencies and legal situations.

    e. Students wishing to take part in high-risk activities such as triathlons, scuba diving, etc. must provide a risk assessment as part of their pass packet.

    f. All exceptions to the leave and pass policy will be requested via memorandum through the student's SGL to the Company Commander.

       (1) Soldiers requesting a pass that wish to depart the evening prior to the start date of their pass will require an exception to policy memorandum.

       (2) Soldiers requesting to miss class time will require an exception to policy memorandum.

7. All Soldiers will be required to complete an automated risk assessment and have it verified by their supervisors for leave, pass, TOY or PCS. Marines, Airmen and Sailors will be required to complete a hard copy of the risk assessment. This risk assessment program is located at http://safety.army.mil.

8. All Soldiers, Airmen, Sailors and Marines will complete the Bravo Company safety pledge form before going on leave or pass. The student's supervisor will complete line 13 and sign in line 14. In block 13 the student's supervisor will initial off that they have verified the student TRIPS, LES, Flight Itinerary, Vehicle inspection, or map to final location.

9. Required documents when requesting Leave or Pass:

    a. DA Form 31.

  b. Bravo Company Safety Pledge.

  c. Flight Itinerary (if flying).

  d. POV inspection (if driving).

  e. TRIPS worksheet (if driving).

10. The POC for this memorandum is CPT Justin Parker at (573) 528-3494 or justin.a.parker36.mil@army.mil.

         JUSTIN A. PARKER
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         Commanding