



**DEPARTMENT OF THE ARMY**  
**WALTER REED ARMY MEDICAL CENTER**  
**6900 GEORGIA AVENUE, N.W.**  
**WASHINGTON DC 20307-5001**

REPLY TO  
ATTENTION OF:

MCHL-MCB

6 July 2007

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Leave, Pass and Permissive Temporary Duty (PTDY) Procedures - Policy Memorandum #7 (CHANGE 1)**

1. **REFERENCE:** AR 600-8-10.
2. **PURPOSE:** To establish policy and procedures for leave, pass and PTDY.
3. **APPLICABILITY:** This policy applies to all Soldiers assigned to Medical Center Brigade, WRAMC.
4. **GENERAL:** Soldiers earn 30 days of annual leave each year. Soldiers should take full advantage of this entitlement by scheduling leave so as not to coincide with a major training event and by managing their schedules so as not to lose leave at the end of the fiscal year. Manage requests for advanced leave on a case-by-case basis. If approved, the amount of advanced leave granted will not exceed the ETS leave balance amount.
5. **POLICY:**
  - a. All leaves must be approved prior to a Soldier's departure on leave status. Soldiers are not required to physically sign in or out on leave. Soldiers will not depart from their normal place of commute prior to the start of leave. Soldiers who travel in excess of 250 miles away from their place of duty must be in an approved leave or pass status.
  - b. Company Commanders are authorized to sign all leaves under 30-days, to include PCS and transition leaves. Company Commanders are NOT authorized to sign any OCONUS leaves.
  - c. Submit requests for regular leave 30-days and over and OCONUS leave through the supervisory channels to the Brigade Commander for approval. Approved requests for OCONUS leave should arrive at the S1 NLT 14 days prior to the effective date. All other stateside leave requests greater than 30 days should arrive at the Brigade S1 NLT 7 days prior to the effective date. Any OCONUS leaves request received after the 14 day requirement or any stateside leave request received after the 7 day requirement will be hand-carried by the Company Commander or Company First Sergeant for approval. All OCONUS leaves should go through the Hospital Executive Officer prior to arriving at the Brigade. A Leave and Earning's Statement (LES) is required to be attached to all leaves greater than 30 days. Submit a DA Form 31 for all travel outside of a 250-mile radius. All Soldiers will have the approved DA 31 in their possession prior to departure.

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d. Passes are a privilege earned by performance or achievement. Company Commanders are authorized to approve the below listed type passes:

(1) Regular: This pass will not exceed 72 hours in length except for public holiday, weekends/periods. Normally begins on Friday afternoon and ends on the following Monday morning.

(2) Special 3-day pass (64-72 hours): This pass must include at least one duty day. Normally begins on a given afternoon and ends on the morning of the third day.

(3) A Special pass may not be in conjunction with leave or extended by combining with public holidays or other off-duty hours to exceed 72 or 96 hours.

(4) Special 4-day pass (96 hours): This pass must include at least two consecutive non-duty days. Normally begins on a given afternoon and ends on the morning of the fourth day.

(5) The Mileage Pass requirement is a local policy. It is important to remember we are a Nation at war and should be available on non-duty days for emergencies if not on a legitimate absence out of the area with a DA Form 31. The mileage will not exceed 250 miles each way. A mileage pass is not required if a Soldier travels less than 250 miles from the National Capital Region (NCR), although it is recommended that all personnel ensure that they are reachable 24 hours a day/7 days a week in case of emergency. As a general rule, all personnel should ensure that they are reachable by their supervisor, particularly if out of the NCR.

Passes may not be taken in succession with any other pass or used in a series, through reissue, immediately after return to duty.

e. PTDY is a non-chargeable absence and is an authorization, not an entitlement. The maximum absence authorized for PTDY is 10 days, except for transitional PTDY. Soldiers will submit a DA Form 31 with the first-line supervisor's approval in block #12. Those individuals taking PTDY to attend conferences and meetings must also have the signatures of the respective Executive Officer on the DA 31. Block #17 (Remarks) must have the statement as directed in AR 600-8-10, Leaves and Passes:

**“I understand that this absence is not directed by any official of the U.S. Government. I further understand that I cannot conduct public business under this authorization. Accordingly, I will not be entitled to reimbursement for travel, per diem, or any other expenses. I understand that I have the right to cancel it at any time and return to my regular place of duty.”**

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Soldiers requesting PTDY must state the reason for the request. Soldiers who request PTDY in a series of trips, must be advised that PTDY begins and ends on post, duty location, or at location where Soldier regularly commutes to and from work. Transition PTDY is chargeable during duty days (Monday through Friday, excluding weekends). Therefore a Soldier taking five (5) days PTDY may depart on PTDY Monday morning at 0001 hours and must return on or before 2400 hours Friday. Once a Soldier permanently departs the duty station or station of choice, he or she may not take transition PTDY in increments. Soldiers may not use PTDY in combination with ordinary leave without completing a duty day between the two periods of leave. Soldiers who elect to take the entire transition PTDY period as one absence may be granted transition (ordinary) leave without a duty day between the two periods of absence. Soldiers may call the AOD/AAOD to sign in and sign out for PTDY when taken in series. Unit Commanders will sign in block #17 (Remarks) and state the purpose of the PTDY. All soldiers will have the approved DA 31 in their possession prior to departure. Units will forward the DA Form 31 request to the approval authority.

6. Each Soldier regardless of rank will ensure that he/she is not scheduled for duty during the leave period and will verify this fact with the appropriate duty roster manager.

7. Violations of this policy may result in the appropriate UCMJ. Direct all questions concerning any portion of this policy to the Brigade Adjutant at 782-8095.

  
RONALD A. HAMILTON  
COL, MS  
Commanding

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