



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND  
501ST MILITARY INTELLIGENCE BRIGADE  
UNIT 15282  
APO AP 96205-5282

IADK-Z

5 August 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Policy Letter #8 – Military Leaves, Passes, and Brigade Curfew

1. References:

- a. Army Regulation, 600-8-10, Leaves and Passes, 15 February 2006 (RAR 001, 4 Aug 2011).
- b. USFK Regulation 600-8-10, Leaves and Passes, 19 December 2011.
- c. Eighth Army Command Policy Letter #22, General Order Regarding Off-Installation Curfew, 11 April 2016.
- d. 501st Military Intelligence Brigade Policy Letter #22, Limitation on Exercise of Authority to Dispose of Misconduct, dated 12 July 2016.

2. Purpose. To ensure that all personnel assigned or attached for duty at the 501st Military Intelligence Brigade are able to take leave or pass within the constraints of operational military requirements and abide by curfew on the Korean Peninsula.

3. Specifics on Pass and Leave. Commanders are responsible for meeting the following standards:

- a. No more than 10 percent of the brigade headquarters and each battalion's assigned or attached military personnel can be on ordinary leave at any one time off the Korean Peninsula. A Battalion Commander may permit individual companies to exceed this limit so long as the battalion as a whole does not exceed the 10 percent.
- b. During recall and alert procedures, 100 percent of Soldiers present for duty will be telephonically accounted for within two hours and be able to muster within four hours with equipment as prescribed IAW recall instructions.
- c. Soldiers are responsible for maintaining communications with their organizations in case of any situation which may require revocation or suspension of their pass or leave status.
- d. Regular and Special Pass.

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(1) Approval Authority. Company Commanders are the approval authorities to grant regular or special passes. Company Commanders may grant exemptions from curfew only for good reason and after they have completed due diligence to validate the Soldiers' basis to be exempt from curfew. Commanders will not grant curfew-exempt passes solely for the purpose of circumventing the curfew. Justification for curfew-exemption must be stated in the DA Form 31, Remarks section. Granting of a curfew exemption is the exception, not the rule.

(2) Commanders may withdraw pass privilege for disciplinary or safety reasons.

e. Ordinary Leave.

(1) Commanders and supervisors at all levels will encourage Soldiers to use their leave within operational requirements and will ensure that nonessential restrictions do not interfere with a workable annual leave program. Unless specifically exempted in writing, Soldiers who remain on the Korean Peninsula while on leave are still required to abide by Eighth Army and 501st MI BDE curfew policies.

(2) All commanders will establish a written leave and pass policy for an annual leave program designed to provide maximum opportunities for Soldiers to take leave and eliminate the loss of earned leave, IAW regulatory guidance and this memorandum.

f. Emergency Leave.

(1) Commanders are authorized to grant emergency leave under many different qualifying circumstances when regulatory requirements are met IAW reference 1a.

(2) Commanders may approve requests for emergency leave without a Red Cross Message. Although, the chain of command must be diligent to ensure the accuracy of emergency situations and that the nature of the emergency is IAW Army regulations.

(3) Qualifying emergency leave is authorized to be paid for by brigade funds through coordination with the Brigade Resource Managers Office (RMO). The Brigade funds a round trip ticket to the first port of entry into the U.S. However, if the destination is a country other than US, the brigade will fund a round trip ticket to the final destination.

(4) In the case of Command Sponsored Families, the brigade will fund round trip airfare for all Command Sponsored Family members residing in Korea to the first port of entry to the US. Soldiers must pay the remaining cost for any portions of the trip after the first port of entry into the US.

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(5) DA Form 31 requests for emergency leave must be signed by an O5 or above prior to submission to RMO for fund site.

(6) Commanders must ensure requirements for “immediate family members” are met IAW regulation. For cases of “loco parentis,” the Soldier must sign a statement verifying “loco parentis” and submit with the DA Form 31 .

(7) Commanders will refer to the Brigade Emergency Leave Procedures SOP for more detailed processing requirements.

g. Curfew.

(1) Soldiers on leave or pass while on the Korean Peninsula are required to abide by reference 1.c. (Eighth Army Command Policy #22) regarding curfew.

(2) Soldiers who violate the curfew policy may be subject to punishment under the Uniform Code of Military Justice, as well as adverse administrative actions authorized by applicable law and regulations.

4. Any changes or updates to Eighth Army policies regarding leave, pass, or curfew will supersede this policy letter.

5. Point of contact for this policy is the Brigade S1 at DSN 315-722-0856.



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