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

IADK-Z

SEP 01 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Commander's Policy #8 – Military Leaves and Passes

1. References:

a. AR 600-8-10, Leaves and Passes, dtd 15 Feb 06 (incorporating Rapid Action Revision (RAR) dtd 4 Apr 12)

b. USFK Regulation 600-8-10 Leaves and Passes, dtd 19 Dec 11

c. Joint Federal Travel Regulation (U7205), dtd 1 Feb 08

2. This policy applies to all 501ST Military Intelligence Brigade subordinate units.

3. Summary. Commanders will design programs to provide maximum opportunity for all personnel to take leave within the constraints of operational military requirements.

4. Specifics. Commanders are responsible for meeting the following standards:

a. No more than 10 percent of a company or detachment size unit's assigned or attached military personnel can be on ordinary leave at any one time. This restriction may be lifted during the Christmas holiday season contingent on Brigade Commander's approval.

b. Recall and alert procedures ensure 80 percent muster capability of the present for duty strength (to include personnel on pass) within two hours. Commanders may impose special procedures to monitor special and regular passes outside the unit's local area to ensure 80 percent unit muster capability.

c. Regular and Special Pass.

(1) Soldiers authorized to reside in government leased or privately leased quarters may routinely be granted a regular pass during all non-duty periods, this does not preclude these Soldiers from performing special duty requirements as equitably distributed by the commander, nor does it prevent the commander from withdrawing this privilege for disciplinary reasons.

(2) This provision is applicable to married Soldiers with command or non-command sponsored dependents well as other Soldiers authorize to reside in BOQ/BEQs or in off post facilities. Soldiers residing in other than unit barracks must maintain communication capability with their parent organization for recall purposes while on pass.

(3) Commanders may grant Soldiers residing in a barracks facility pass privileges during off duty hours. Commander may require Soldiers to be present in the barracks at a predetermined time. Soldiers on overnight pass (if applicable) are responsible for maintaining telephonic communications with their organization.

d. Ordinary (Annual) Leave.

(1) Commanders and supervisors at all levels will encourage Soldiers to use their leave and will ensure that nonessential restrictions do not interfere with a workable annual leave program.

(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.

(3) Commanders will provide Soldiers the opportunity to take mid-tour CONUS leave for at least 21 consecutive days in length, if possible within operational requirements. Commanders will provide Soldiers the opportunity to take 30 days leave during each year they are assigned to the unit.

(4) The annual leave program should also provide all personnel the opportunity to take several short periods of leave during the fiscal year.

c. Emergency Leave:

(1) Commanders are authorized to grant emergency leave under many different qualifying circumstances, subject to availability of funds. Brigade funds will pay transportation costs only when the emergency involves an immediate family member and regulatory requirements for emergency leave are met, IAW reference 1a.

(2) Commanders may approved requests for emergency leave without a Red Cross Message. However 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) All qualifying emergency leave will be paid for by brigade funds through coordination with the Brigade Resource Managers Office (RMO). Brigade funds a round trip ticket to the first port of entry into the US (Los Angeles, San Francisco, or Seattle). However, if the destination is a country other than US, the brigade will fund a round trip ticket to the final destination.

(4) In case of Command Sponsored families, 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.

(5) DA Form 638 requests for emergency leave must be signed by an O5 or above prior to submission to RM for fund site.

(6) Commanders must ensure requirements define as "immediate family members" are Met IAW regulation and for cases of "loco parentis" the Soldier must sign a statement verifying "loco parentis" and submit with the DA Form 638.

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

5. Point of contact for this policy is the Brigade S-1 at DSN 723-7084.

JASON A. CHUNG
COL, MI
Commanding

DISTRIBUTION:
A