



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09096-0050

IMEU-WSB-ZA

16 JUN 09

MEMORANDUM FOR United States Army Garrisons Wiesbaden and Baumholder Soldiers and Supervisors

SUBJECT: USAG Wiesbaden Command Policy Letter 7, Leave and Pass Requests

1. REFERENCES:

- a. AR 600-8-10, Leaves and Passes, 15 February 2006
- b. AE Supplement 1 to AR 600-8-10, Leaves and Passes, 19 August 2008

2. Effective immediately, until rescinded or superseded, the following policy for management of Soldier leaves and passes applies to all Soldiers assigned or attached to USAG Wiesbaden and USAG Baumholder.

3. Long-weekends, i.e. three day or four day weekends that do not include scheduled duty days are considered a pass period and pass requests are not required, with the following exceptions:

- a. Pass requests involving travel outside Germany.
- b. Pass requests involving transportation arrangements that would prevent the individual from returning to their duty station within eight hours of work call.

4. Leave in conjunction with pass is not authorized. Under no circumstances will a Soldier combine two or more periods of non-duty time to extend their absence. A Soldier cannot take a pass followed by leave or vice versa. There must be a duty day between leave and pass periods. For example, a Soldier who is off duty for compensation time on Friday cannot depart for a trip on Friday in conjunction with a four day pass from Saturday through Tuesday.

5. Leave and passes must both start and end at their residence or place of duty. For example, a Soldier cannot depart on Friday night for leave that starts on Monday and call in his sign out for leave from his vacation location.

6. For all pass and leave requests for travel outside of Germany, individuals must comply with all current safety briefing requirements, threat briefings, and travel requirements and restrictions. HHD Commanders and First Sergeants will maintain copies of current Army Europe briefing requirements and ensure Soldiers are briefed accordingly, prior to departures.

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a. Soldiers will provide their first line supervisor with their travel plans, departure and return dates, and a phone number and address where they can be contacted in an emergency.

b. Soldiers on pass remain subject to recall. Leaders must have positive situational awareness of their workforce to properly lead and manage.

7. Soldiers desiring a pass under the circumstances outlined in paragraph 2(a) or 2(b) will complete DA Form 31, checking PASS in block 7, and obtain the supervisor's approval before submission to the Headquarters and Headquarters Detachment (HHD). Soldiers desiring to take leave will complete DA Form 31, checking ORDINARY in block 7, and obtain the supervisor's approval before submission to the HHD.

a. Pass and leave requests will always be signed by the supervisor in block 12 of DA Form 31. Supervisor is defined as a member of the individual's rating chain, normally the first line supervisor.

b. For pass and leave requests, the HHD commander will continue to sign as the approval authority in block 13 of DA Form 31. HHD commander will not sign block 13 of DA Form 31 without the legible signature and recommendation of the first line supervisor.

c. The HHD commander will not approve leave or pass requests with block 12 of DA Form 31 left blank, signed by the traveling Soldier or if disapproval is recommended by the first line supervisor.

d. HHD will ensure that approved pass requests are kept separate from leave requests and not charged as leave.

8. Passes are not a right or entitlement and should be used very judiciously. Remember, since we cannot extend this luxury to our civilian employees, military absences often increase their workload and duty demands. The USAREUR commander has implemented a very generous schedule of four-day weekends that should accommodate our Soldiers without many cases requiring additional duty days off. This is a tool to recognize and reward, and gives the commander flexibility. Leaders must watch this closely.



JEFFREY W. DILL.
COL, IN
Commanding