



DEPARTMENT OF THE ARMY
46TH ENGINEER BATTALION
8113 MISSISSIPPI AVENUE
FORT POLK, LA 71459-5446

REPLY TO
ATTENTION OF:

AFZX-HC-EN

17 May 2016

MEMORANDUM FOR RECORD

SUBJECT: Command Policy Memorandum #9 - Leave and Pass Policy

1. References:

- a. Army Regulation 600-8-10, Leaves and Passes, 15 February 2006.
- b. Army Regulation 600-8-11, Reassignment, 18 October 2012.
- c. Army Directive 2016-09, Maternity Leave Policy, 01 March 2016.
- d. DoD Directive 4500.54E, Foreign Clearance Program, 28 December 2009.
- e. DoD Instruction 1327.06, Leave and Liberty Policy and Procedures, 13 August 2013.
- f. ALARACT 062/2009, Army Guidance for Paternity Leave, 10 March 2009.

2. Purpose. To provide guidance on the 46th Engineer Battalion leave and pass policy.

3. Applicability. This policy applies to all Soldiers assigned, attached, or under operational control of the 46th Engineer Battalion.

4. Safety.

a. Soldier's performance of duty and conduct will normally earn them the privilege of taking leave or pass. During this time Soldier safety must be of paramount importance to a Soldier's chain of command to avoid unnecessary risk.

b. Commanders and supervisors will review the travel plans of their Soldiers to ensure they do not place themselves at unnecessary risk before granting a Soldier's request for leave or pass. Accordingly, Soldiers, supervisors, and commanders will use the following procedures when requesting and approving regular leave and pass requests.

(1) Soldiers traveling a distance over 250-miles (one way) by POV from Fort Polk will submit a written request for leave or pass on DA Form 31 and complete the Travel

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Risk Planning System (TRiPS). Commonly visited cities that require a pass are Houston, TX and Baton Rouge, LA.

(2) The Soldier's supervisor will review the request, conduct a risk assessment of the Soldier's travel plans, and recommend approval or disapproval of the request to the commander. The Soldier's supervisor will conduct a pre-pass/leave brief using "Pine Tree counseling" methodology, the FP Form 141 and JRTC and Fort Polk Highway Safety Survey Map.

(3) Commanders will conduct a risk assessment of their Soldier's travel plans before granting approval. If a request is denied, the Soldier may be required to modify the travel plans to ensure appropriate safety procedures are followed and resubmit the request. All Soldiers must be on an approved leave or pass from their commander before the start of leave or pass status.

5. Approval Authority.

a. Company Commanders are the approval authority for:

(1) Leave of 30 days or less.

(2) Regular passes.

b. The Battalion Commander is the approval authority for:

(1) Leave of 31 days or greater.

(2) Permissive temporary duty (PTDY).

(3) Foreign Travel (Leave/Official Travel to a foreign country).

(4) Maternity Leave, up to 12 weeks of nonchargeable leave.

(5) Paternal Leave, up to 10 days of nonchargeable leave.

6. Foreign Travel. All Soldiers traveling outside of the continental United States on Official Travel or Leave will notify the BN S2 at least 15 days prior to the lead time required (listed online in the Foreign Clearance Guide -- see Lead Time List by Country) for the country in which they are traveling. Any Soldier taking emergency leave outside the continental United States will notify the BN S2 upon first knowledge of leave. Soldiers will receive a country brief given by the BN S2 for their foreign destination. In accordance with AR 600-8-11, DoD Directive 4500.54E and FORSCOM Regulation 55-46, if required as determined by the Foreign Clearance Guide (FCG), an Aircraft and Personnel Automated Clearance System (APACS) request will be submitted no later than 1 day prior to the lead time required for the country they are travelling to as listed

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online in the FCG. It is recommended that the Soldier visit the FCG and the BN S2 to identify foreign travel requirements well in advance of foreign travel to meet all requirements. All leave packets for travel outside of the continental United States will include a copy of the APACS approved travel clearances and a memorandum signed by BN S2 OIC stating all travel requirements have been met as outlined in the FCG before submission to the Battalion Commander for approval of leave. Failure to meet these requirements may result in leave being denied.

7. All Soldiers in the rank of E-1 to E-6 will physically sign in and out from leave in the 46th Engineer Battalion Headquarters. Soldiers in the rank of E-7 (including E-6(P)s in E-7 positions) and above may sign out via phone call to the staff duty desk. Soldiers signing in or sign out on leave do not have to report to the staff duty desk in uniform; however, Soldiers will be groomed appropriately IAW AR 670-1.

8. Soldiers may sign out after the end of the duty day the day prior to the start of their leave, not to be earlier than 1600. For Christmas exodus, Soldiers may sign out after the end of the duty day the day prior to the start of their leave, not to be earlier than 1200. The leave form will include the remarks "SM signed out after the end of the duty day."

9. Soldiers will not remove their DA Form 31 from the staff duty desk; however, a copy will be made if requested. To and from dates for all leave requests will be recorded by the S1 on the DA Form 4179. If a leave form is missing from the staff duty desk Soldiers will automatically be charged the number of days requested as per the DA Form 31 / DA Form 4179.

10. Leave forms requiring the Battalion Commanders signature will be submitted to BN S1 at least 10 days prior to the start date of the leave.

11. The point of contact for this policy is the Battalion S1 at 337-531-8347.



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