



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
6661 WARRIOR TRAIL, BUILDING 350  
FORT POLK, LOUISIANA 71459-5339

REPLY TO  
ATTENTION OF:

AFZX-SA

22 DEC 2008

MEMORANDUM FOR SEE DISTRIBUTION

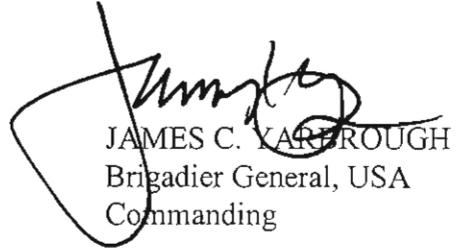
SUBJECT: Command Policy Memorandum SA-02 – Leave and Pass Policy

1. Reference. Army Regulation (AR) 600-8-10, Leaves and Passes, 15 February 2006.
2. 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 risks.
3. Commanders and supervisors will review the travel plans of their Soldiers to ensure they do not place themselves at unnecessary risk before to 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:
  - a. Soldiers traveling a distance over 150-miles (one way) by POV from Fort Polk will submit a written request for leave or pass on DA Form 31 to their supervisors and complete the Travel Risk Planning System (TRiPS) assessment found at <https://cra.army.mil/Tools>. Commonly visited cities that require a pass Houston, TX (194 miles) and Baton Rouge, LA (160 miles).
  - b. 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" mythology, the FP Form 141 the JRTC and Fort Polk Highway Safety Survey Map found at <http://intranet.polk.army.mil/DOIM>.
  - c. Commanders will conduct a risk assessment of their Soldiers' 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 a leave or pass status.
4. Commanders and supervisors will insure all leaves and passes are IAW AR 600-8-10 and this policy. This policy is punitive in nature. Soldiers who violate this policy are subject to punishment under Article 92 of the UCMJ, or to the appropriate administrative action.

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5. This policy will remain in effect until superseded or rescinded.



JAMES C. YARBROUGH  
Brigadier General, USA  
Commanding

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