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

AFZX-CG

MAY 04 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G1-09 – Leave and Pass Policy

1. Reference. Army Regulation (AR) 600-8-10 (Leaves and Passes), Rapid Action Revision 4 August 2011.

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 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 250-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://crc.army.mil/Tools. Commonly visited cities that require a pass are New Orleans, LA (265 miles) and Dallas, TX (299 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.

c. 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 a leave or pass status.

4. Commanders and supervisors will ensure 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.

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 This policy will remain in effect until superseded or rescinded.

6. The point of contact for this policy memorandum is the Fort Polk ACofS, G1.

GARY M. BRITO
Brigadier General, USA
Commanding

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