



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVAR, ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATMT-LTB-SD

25 October 2017

MEMORANDUM FOR All personnel permanently assigned and/or attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #12 – **Ordinary Leave**

1. References: AR 600-8-10, Leaves and Passes
2. Soldiers assigned to USASD are on an honor system for leave and are expected to submit a Request and Authority for Leave (DA Form 31) for leave during any period that the Soldier expects a change in their duty status (i.e. present for duty to leave status).
3. Ordinary leave begins and ends on post, at duty location (University/Training Agency), or at the location from where Soldier normally commutes to duty. Soldier must be physically at one of these locations when departing to or returning from ordinary leave.
4. Leave will be charged as requested. Any changes to “**Start and End date**” must be received by the USASD Operations Administrative Clerk prior to each effective date. Notification for departure or return is **NOT** required unless the dates are other than what is indicated on DA Form 31.
5. **CONUS** leave requests more than 30 days, must be received in USASD NLT 30 business days prior to its start date; requests less than 30 days, NLT 15 business days prior to its start date. We will take action immediately, and request will be processed and returned promptly via official e-mail address. Proper procedures are as follows:
 - a. Completed DA Form 31 with accurate leave address and telephone contact number, in block 6.
 - b. Submit most recent Leave and Earnings Statement (LES).
6. **OCONUS** leave request must be received by USASD **NLT 45 days prior to the departure date**. We will take action immediately, and request will be processed and returned promptly via official e-mail address. IAW **AR 600-8-10, Chapter 8**:
 - a. Soldiers desiring to take leave or travel outside the United States or outside the territory or foreign country of current assignment must obtain travel clearance approval.

b. Soldiers desiring to take leave or travel to or within U.S. possessions of Puerto Rico, Virgin Islands, Guam, America Samoa, and Northern Mariana Islands do not require travel clearance.

7. **OCONUS** leave request must include the following (**NO EXCEPTIONS**):

a. Completed DA Form 31 with accurate leave address and telephone contact number, in block 6.

b. Submit most recent LES

c. Request for Personnel Clearance (DA Form 4187)

d. Valid copy of Passport/number

e. Travel itinerary, location stops, name of airline, dates of travel, email contact, address and telephone number. Students traveling by POV will complete a Trips form under AKO at

<https://safety.army.mil/TOOLS/TravelRiskPlanningSystemTRiPS/tabid/630/default.aspx>

f. Country Clearance if applicable

g. AT Level 1 Awareness Training

h. SERE 100 Code of Conduct Training Course Certificate, if applicable

i. Pre-OCONUS (ISOPREP) Certificate

8. Submit required documents/packet to the USASD Operations Administrative Clerk within the prescribed timeline. Visit the USASD website:

<http://usasd.armylive.dodlive.mil/operations/> for required documents/packets and POC.

9. **Emergency Leave:** Emergency will be handled with compassion and timeliness. Upon notification of family emergency, please contact the closest American Red Cross office at (877) 272-7337. For current information visit the American Red Cross website at <http://www.redcross.org/find-help/military-families>. They will then contact the USASD Command team. USASD Operations Administrative Clerk will make personal contact with you the member to determine requested preferences and take action. Please contact USASD at (803) 429-5139 after duty hours, weekends and Federal holidays; alternate contact after duty hours 171st Infantry Brigade Staff Duty Officer @ (803) 751-3302.

10. Leave request not in compliance with AR 600-8-10 and this policy will be returned without action.

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11. The point of contact for this memorandum is the undersigned at (803) 751-5305.

ALEJANDRA D. PEACH
CPT, AG
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