



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY STUDENT DETACHMENT  
5450 STROM THURMOND BOULEVARD, 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 #13 – **Passes**

1. References: AR 600-8-10, Leaves and Passes
2. It is the intent of this command to ensure all Soldiers receive equal time off from their daily duties without having to use accrued leave.
3. A pass 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 a pass.
4. In accordance with (IAW) AR 600-8-10, a special pass (Para. 5-29) may be granted for either three (3) or four (4) days.
5. IAW AR 600-8-10, Chapter 8, pass request for outside continental United States (OCONUS) require travel clearance. Refer to USASD Policy Memorandum #12, paragraphs 6 and 7 for requirements and documents. OCONUS pass request must be submitted 45 days prior to the start date of request.
6. **Permanent party USASD Soldiers assigned to Fort Jackson:**
  - a. Mileage passes must be approved by the chain of command when traveling outside 250 miles of Fort Jackson. Provide risk assessment and POV Inspection. Provide plane itinerary planned for shorter trips where driving to and from destination would be considered unsafe to travel without proper rest.
  - b. All passes will be coordinated through the chain of command and must be approved 10 days prior to the departure date. Provide risk assessment and POV Inspection.
  - c. Special passes that are awarded to personnel for exceptional performance must be used within 30 days of receiving the pass.
  - d. Company Leadership may pull passes at any time if mission or adverse action dictates.

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7. **USASD Students** planning to travel 250 miles outside their assigned duty location and/or outside of assigned country are required to submit a Request and Authority for Leave (DA Form 31) under a regular pass (3 days or less), ordinary leave (4 days or greater) or Permissive Temporary Duty (PTDY). Fort Jackson's Federal Training Holidays will be honored as a pass if submitted as a pass. CONUS requests must be received by USASD no later than 30 working days prior to departure. OCONUS requests outside of assigned country must be submitted 45 days prior to the start date of request.

8. Submit request with supporting documents to the USASD HR Clerk within the prescribed timeline. Visit the USASD website at <http://usasd.armylive.dodlive.mil/operations/> for contact information.

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

ALEJANDRA D. PEACH  
CPT, AG  
Commanding