



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

ATMT-LTB-SD

31 October 2018

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. DA Form 4187 - Request for Personnel Clearance

d. Valid copy of Passport/Number

e. Travel Itinerary that includes: location stops, name of airline, dates of travel, email contact, address and telephone number. Travel by POV submit Trips in AKO at <https://safety.army.mil/TOOLS/TravelRiskPlanningSystemTRiPS/tabid/630/default.aspx>

f. Visit DoD Foreign Clearance Guide to verify the Travel requirements at <https://www.fcg.pentagon.mil/>. If a country and/or theatre clearance is required, then an APACS is required.

g. Visit Aircraft and Personnel Automated Clearance System (APACS) <https://apacs.milcloud.mil/apacs/> to submit request. Create an APACS account if one does not exist. Upon receiving approval from APACS, submit the complete approved form (all pages).

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

i. AT Level 1 Awareness Training

j. Pre-OCONUS (ISOPREP) Certificate

k. SCI brief and debriefing is a mandatory requirement for those with a SCI clearance. In other cases, and depending on the country, those with Secret clearance may also need a brief and debriefing. Visit INSCOM, 902nd Military Intelligence Group, Fort Meade, Maryland website <https://www.inscom.army.mil/MS/902MIG.aspx> to coordinate with the nearest military Counter Intelligence location for brief and debriefing.

8. Submit required documents/packet within the timeline to the DA31 group email at usarmy.jackson.CAC.mbx.usasd-da31@mail.mil. To obtain the OCONUS packet and POC visit the USASD website at <http://usasd.armylive.dodlive.mil/hr-services/>

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9. **Emergency Leave:** USASD will handle emergency requests 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 <https://www.redcross.org/get-help/military-families/emergency-communication.html>. USASD Command receives notifications directly from the Red Cross. USASD HR Section will make contact with Student to determine requested preferences and take action. Use the Staff Duty number (803) 348-8601 to report requests for emergency leave during weekends and Federal/Training holidays.

10. Leave request not in compliance with AR 600-8-10, MILPER Message Number 18-317, and this policy will be returned without action.

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

ALEJANDRA D. PEACH
CPT, AG
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