



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

ATMT-LTB-SD

31 May 2019

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

SUBJECT: Policy Memorandum #11 – **Ordinary Leave**

1. References: AR 600-8-10, Leaves and Passes
2. The leave and pass program is designed to allow Soldiers to use their authorized leave to the maximum extent possible. Soldiers are cautioned that if they do not take leave and exceed a 60 day leave balance, they may lose leave at the end of the fiscal year (FY).
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. DA 31 will be submitted with most current LES. Notification to sign in/out is **ONLY** required in cases where the dates the Soldier signs in/out are other than what is indicated on DA Form 31.
5. OCONUS leave request must be received by USASD NLT 45 days prior to the departure date. Requests will be processed 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

ATMT-LTB-SD

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

c. Travel Itinerary that includes: location stops, name of airline, dates of travel, email contact, address and telephone number.

d. Visit DoD Foreign Clearance Guide (FCG) to verify travel requirements at <https://www.fcg.pentagon.mil/>. View the Personnel Entry Requirements for Leave Travel listed for the desired country of travel.

e. Submit all mandatory Pre-Travel training & documentation as listed according to (FCG) as requirements may differ by location. Examples include SERE 100 Code of Conduct Training Course Certificate, if applicable, AT Level 1 Awareness Training, Pre-OCONUS (ISOPREP) Certificate (blocks 50-54 will remain blank) etc.

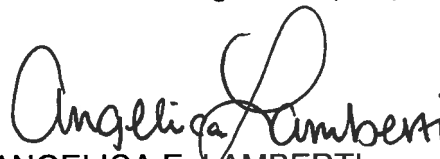
f. Visit Aircraft and Personnel Automated Clearance System (APACS) <https://apacs.milcloud.mil/apacs/> to submit request. Create an APACS account if one does not exist. Upon receiving approval from APACS, submit the complete approved form (all pages). Contact USASD Security Team for additional guidance at: usarmy.jackson.CAC.mbx.usad-security@mail.mil

g. SCI brief is a mandatory requirement for those with a SCI clearance. In other cases, and depending on the country, those with a Secret clearance may also need a brief. 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.

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 visit the USASD website at <http://usasd.armylive.dodlive.mil/hr-services/>

9. Emergency Leave: 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>. For after duty support, the USASD Staff Duty can be reached at (803) 348-8601.

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



ANGELICA E. LAMBERTI
CPT, AG
Commanding