



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY STUDENT DETACHMENT  
5450 STROM THURMOND BOULEVARD, 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 #12 – Passes

1. References:

a. AR 600-8-10, Leaves and Passes

b. MILPER Message Number 18-1317, Clarification of Military Leave in Combination with Pass, Issued 1 October 2018

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. USASD Staff assigned to Fort Jackson -**

a. Mileage passes must be approved by the chain of command when traveling outside 250 miles of Fort Jackson. 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.

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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.

**7. USASD Students -**

a. If traveling outside the 250 miles radius from assigned duty location and/or outside of assigned OCONUS duty location, Students are required to submit a Request and Authority for Leave DA Form 31 Ordinary Leave Form.

b. USASD Command honors the Fort Jackson's Federal Training Holidays as a mileage pass (ensure to select Other and select Pass in Block 7). 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 (based on country location, the processing APACS approval may take longer than 45 days on Country location – consider this timeline when planning to take OCONUS leave for timely submission of OCONUS leave request packet.

8. Submit request with supporting documentation within the prescribed timeline to **usarmy.jackson.CAC.mbx.usasd-da31@mail.mil**. For further information, visit the USASD website at <http://usasd.armylive.dodlive.mil/hr-services/>.

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

  
ANGELICA E. LAMBERTI  
CPT, AG  
Commanding