

New DA Form 31

Frequently Asked Questions

Q1: Where do I get the new DA Form 31 (Request and Authority for Leave), and when is it effective?

A1: Always use the forms on the Army Publishing Directorate website: <https://armypubs.army.mil/>. HRC is receiving email on issues that were resolved, because Soldiers are using an old version. As of 1000 Eastern on 20 July, v1.02, (as shown on the bottom right of the form) is the most current. Expect v1.03 or even v1.04 by 21 July. Both the old DA Form 31 and the new DA Form 31 can be used until 31 July 2020. The only old forms acceptable after 31 July will be those signed by the Soldier before 1 August and forwarded for approval before 1 August.

Q2: Why can't I sign in block 11 (Signature of Requestor)?

A2: Block 11 can be digitally signed. The accrued leave balance (Block 10a) and a FROM date (block 10b or 10c) must be entered before it opens. People complained that Soldiers did not enter their accrued leave balances; so now it's required.

Q3: Where are Pass, Convalescent Leave, and the PTDY categories?

A3: Click on NON-CHARGEABLE in block 8, and the non-chargeable categories will appear.

Q4. Why don't blocks 9a to 9c open?

A4. Blocks 9a to 9c open only under COMBINATION. If a Soldier was using only CHARGEABLE or only NON-CHARGEABLE, they would be duplicating in block 9 the same information entered in 10b or 10c.

Q5: What if I need a combination other than those listed under COMBINATION?

A5: Under 8, click a combination category that fits. Under 10c, list the total of all the non-chargeable absences needed (e.g., 14 days), then go into detail in block 17 (e.g., House Hunting DATE to DATE, 10 days and Proceed Time DATE to DATE, 4 days).

Q6: Why are Temporary Duty (TDY) and travel days not listed on the form?

A6: Neither TDY nor travel can be requested with a DA Form 31. If leave is requested in conjunction with TDY, the TDY time must be noted in block 17. If a TDY is for more than 30 days, and leave is requested with it before and after the TDY, two DA Form 31s should be used. The first will cover from departure to the reporting date for TDY, the second DA Form 31 will cover from TDY completion (e.g.,

graduation date) to return to the permanent duty station (or date to sign in at a new permanent duty location). For a PCS, travel days are computed by Finance when signing in at the new location.