



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY  
REDSTONE ARSENAL, ALABAMA 35809-7000

MCXW-MED

7 August 2003

MEMORANDUM FOR All Soldiers, Fox Army Health Center, U.S. Army Medical Department Activity, Redstone Arsenal, Alabama 35809-7000

SUBJECT: Command Policy Letter 03-12: Leave/Pass Policy

1. The Company Commander or his authorized representative will approve all Leaves and Pass requests. All Leaves must be turned in no later than 30 days in advance. It is the soldier's and supervisor's responsibility to ensure that the soldier is not on the duty roster during the requested time period. Failure to ensure exemption from the duty roster will result in **HAVING THE SUPERVISOR OF THAT SOLDIER BE RESPONSIBLE FOR FILLING THE DUTY.**
2. All soldiers will complete a DA Form 31 form when requesting leave or a pass. Block 17 of the DA 31 will contain the following statement: **"ALL PERSONNEL ARE REQUIRED TO CONTACT THE SDNCO/AOD TO SIGN IN/OUT ON LEAVE. SERVICE MEMBERS MUST CALL SDNCO/AOD IN CASE OF EXTENSION OF LEAVE DUE TO AN EMERGENCY SITUATION. AOD PHONE (256) 508-3493. SDNCO PHONE (256) 508-3495."** All Leave and Pass requests will comply with AR 600-8-10. NOTE: A Pass cannot be taken in conjunction with Leave. All 3 and 4 Day Pass requests will include 2 non-duty days. Leave must be taken over the weekend between two consecutive weeks of leave and you are not staying at your place of residence.
3. Leave forms and all Pass Requests will be routed through the 1SG before coming to the Company Commander for approval. The Company Commander will sign all Leave, 3-Day Pass, and Travel Pass requests. All 4-Day Pass requests will be routed to the appropriate Deputy for signature. All 3 and 4 Day Pass requests will be submitted with appropriate justification by the soldier's supervisor. Personnel that are driving outside a 200 mile radius of Redstone Arsenal are required to have a vehicle inspection conducted by the soldiers immediate supervisor prior in departure.
4. All personnel are required to sign in/out on leave with either the Personnel NCO, SDNCO, or AOD.
5. The Medical Company Commander or his authorized representative will give a pre-holiday safety briefing prior to any authorized training or public holiday.

MCXW-MED

SUBJECT: Command Policy Letter 03-12: Leave/Pass Policy

6. All substantiated violations of this policy will result in appropriate adverse administrative action and/or punishment under the Uniform Code of Military Justice.

LAURA S. EDWARDS  
CPT, MS  
Commanding