



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

REPLY TO
ATTENTION OF

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 03-08: Off-Duty Hours

1. It is the policy within this Health Center to equate off-duty time with a liberty pass. However, a pass is not a right, but a privilege reserved for those soldiers whose duty performance is satisfactory. Most soldiers will have the privilege of being on pass during off-duty hours on a daily basis: some soldiers, however – because of unsatisfactory performance, will be denied the pass privilege.
2. Denying the pass privilege will not be used as a substitute for proper leadership or as a form of punishment. Generally, the pass privilege will be denied in order to facilitate extra training in the deficient area of duty performance. Examples of unsatisfactory duty performance include substandard personal appearance, recalcitrance, and apathetic performance of assigned duties.
3. Operational necessity may also necessitate the denial of pass privileges where an increased state of readiness is required or to ensure mission accomplishment.
4. Based on the recommendation of the chain of command, the Health Center Commander and I are authorized to deny a soldier the privilege of a pass.
5. Once a soldier has been denied the privilege of a pass, the soldier will remain on post until privileges are restored. Any unauthorized departure from post when the pass privilege has been denied will be punished under Article 92 and 134, of the UCMJ.
6. Any soldier desiring travel in excess of 200 miles from post during a liberty period must apply for a formal Travel Pass on DA Form 31.
7. This policy applies to all soldiers assigned to the Health Center regardless of marital status or place of residence.
8. All substantiated violators of this policy and / or EO violation will result in appropriate adverse administrative action and / or punishment under the Uniform Code of Military Justice.

LAURA S. EDWARDS
CPT, MS
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