



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 03-15: Special Passes

1. A Special Pass is a short, non-chargeable, authorized absence from post or place of duty granted by the unit commander. According to AR 600-8-10, a Special Pass can be three days (to include one duty day) or four days in length (to include two consecutive non-duty days), and not used in conjunction with leave.

2. Two of the main reasons to grant special passes that applies to FAHC are as follows:

a. Special recognition for exceptional performance or duty. Some examples include but are not limited to:

- 1) 280+ on a APFT
- 2) Extra mile award
- 3) EFMB
- 4) SOM/SOY winners

b. Compensatory time off.

3. Mission always comes first. It is up to the soldier's supervisor to grant the soldier a Special Pass for compensatory time off. The supervisor must justify granting of a Special Pass for compensatory time off through accurate documentation of compensatory time earned on the UCAPERS time sheet. Compensatory time taken must also be documented on the UCAPERS time sheet accordingly.

4. All Special Pass requests must be submitted on a DA 31 and must include in the remarks section reason for submission. The DA 31 must go through the soldier's supervisor for initial approval and then through the Commander for final approval. A Special Pass will only be approved if the soldier has earned it.

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Commanding