



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS & HEADQUARTERS COMPANY**  
**UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE**  
7561 MICHAEL STREET, BLDG 2651  
FORT BENNING, GEORGIA 31905-4500

ATZB-HHC

18 September 2012

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #5 – Leave and Pass

1. References.

- a. Army Regulation 600-8-10, Leave and Passes, 15 February 2006.
- b. AR 385-55, Prevention of Motor Vehicle Accidents, 23 August 2011.

2. General. All leave and pass requests will be routed through the S1 at the HHC, MCoE headquarters, to the Company Commander. **Requests will be submitted no less than five working days prior to the beginning leave date** and will include a completed DA Form 31 and additional supporting documents as required for the type of leave/pass. Prior to departing, all Soldiers, regardless of rank, must have an approved DA 31. Any questions can be directed to the S1 NCOIC, and/or the Company Commander.

3. Safety Briefing. All 1<sup>st</sup> line supervisors are required to issue a safety briefing to the individual taking leave/pass covering the following topics: Airline Travel Safety, POV Travel Safety, Drinking & Driving, Travel Rest Plans, Weather/Driving Conditions, Contact Information and Destination Information. If a soldier is taking Groom from Ft Benning area to Atlanta, they need to annotate, "Taking Groom" in the remarks block.

4. Leave Procedures.

a. Departure/Return (Procedure 9-4, Step 6, DA Pamphlet 600-9 and AR 600-8-10). Ordinary leave begins and ends on post, at the duty location, or at the location from which the Soldier regularly commutes to work IAW AR 600-8-10, Chapter 12, and paragraph 1k.

(1) **Soldiers - SSG (E-6) and below.** Soldiers in this category will report in person to authenticating authorities as follows: HHC, MCoE S1, Bldg 2826 during duty hours and Post SDNCO, **McGinnis Wickam Hall** for after duty hours. Soldiers will have items 14a, 14b, and 14c of their DA Form 31 completed, as appropriate. Soldiers will have and maintain in their possession a copy of their DA Form 31 during leave status and, upon return, will report in person to have items 16a, 16b, and 16c annotated.

(2) **Soldiers - 2LT/WO1/SFC (E-7) and above.** Soldiers in this category will report by telephone to authenticating authorities as follows: HHC, MCoE S1 (706) 545-0569, (706) 545-9848, (706) 545-0571 during duty hours (Post SDNCO, (706) 545-2218 after duty hours). The

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date and time will be annotated in block 14 and 16, while the name and title of the authenticating authority will be annotated in block 14b (or 16b - if applicable) on the individual copy of the DA Form 31. Soldiers will maintain their Individual Copy while on leave status.

(3) Soldiers taking local leave will be required to submit a LES with the DA Form 31. Leave outside of the 150 mile radius will require LES, Flight Itinerary (if flying), TRiPS Risk Assessment (if driving), and POV inspection checklist (if driving) with the DA Form 31.

b. Emergency Leave.

(1) All emergency leave requests/submissions must be submitted as stated in Para 2, verified by the Company Commander and/or 1SG IAW AR 600-8-10, Chapter 4, paragraph 4-5.

(2) During duty hours, the S1 receives an Emergency Leave DA Form 31 from the Soldier, after receiving verification from the Company Commander and/or 1SG (AR 600-8-10, Chapter 4, paragraph 4-6). After duty hours, the Post SDNCO is the POC for emergency leave procedures listed above. Soldiers will comply with signing out/in procedures IAW paragraph 4a of this memorandum.

(3) Soldiers will comply with procedures in paragraph 4a (3).

c. Leave outside the Continental United States (OCONUS).

(1) IAW AR 600-8-10, Chapter 8, "Request for Leave to Visit a Foreign Country" must be submitted on a DA Form 4187 with passport number, (along with the DA Form 31), terrorist briefing verification memo, SERE and ISOPREP certificate, and will be submitted to the S1 and Commander at least 40 days, but not more than 60 days, prior to departure. A letter of lateness must be submitted for those submitted inside the timeline annotated in this paragraph. The final approval authority is held by the 199<sup>th</sup> Brigade Commander.

d. Convalescent Leave.

(1) Convalescent leave (IAW AR 600-8-10, Chapter 5) is an authorized absence from the unit to which a Soldier is assigned/attached and is not chargeable to an ordinary leave account. The purpose of convalescent leave is for the Soldier(s) to attain sufficient recovery time in order to return to full duty or temporary restricted duty, within a period specified by the Soldier's doctor. Convalescent leave will be taken locally except in situations when the Soldier requires significant assistance by an individual not located on post or at the location from which the Soldier regularly commutes to work. This need must be noted by a medical professional with supporting documents.

(2) While in hospital status, assigned or attached to Medical Hold, the Soldier will sign out/in at the hospital.

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(3) Upon release from hospital status to the unit with the doctor's recommendation to take convalescent leave, a DA Form 31 will be processed by the S1. Soldiers will then comply with all signing out/in procedures in accordance with Paragraph 4a above.

4. Procedures for Temporary Duty:

a. Soldiers are required to complete a DA Form 647-1 for departure/return, prior to the start date of their TDY.

b. The completed DA Form 647-1 (with a copy of TDY orders) must reach the HHC, MCoE S1 prior to Soldier's departure.

c. The Soldier is responsible for informing the S1 of any changes in departure/return date.

5. Request for Ordinary/PCS Leave in Conjunction with TDY.

a. Requests for Ordinary/PCS Leave in conjunction with TDY will be submitted on a DA Form 31, LES and with PCS orders (items 10a and 10b of DA Form 31 must include all leave and TDY time).

6. Request for PCS Leave.

a. All requests for PCS Leave must be submitted no less than 60 days prior to the beginning date of the leave or upon receipt of PCS orders. (AR 600-8-10, Chapter 7). If a soldier is requesting more than 30 days of PCS Leave or PTDY, the soldier awards must be completed and sent along with the DA31. 199<sup>th</sup> BDE Commander will not sign any PCS Leave unless the SM award has been completed.

b. All personnel departing on PCS Leave must sign out in person at the HHC, MCoE S1, Bldg 2826. Soldiers must turn in a completed copy of their clearance papers prior to signing out.

c. If submitting ordinary leave in conjunction with PCS leave and it consists of more than 30 days the Soldier will be required to provide an explanation to the company commander why more than 30 days is needed.

d. Supporting documents for PCS leave includes a LES, POV Inspection, TRiPS Risk Assessment, an approved PCS award, and a copy of PCS Orders.

7. Request for Permissive TDY (PTDY).

a. Soldiers are authorized a maximum of ten days for PTDY are required to submit a DA Form 31 through the Company Commander. The final approval authority for PTDY is held by the 199<sup>th</sup> Brigade Commander.

b. Soldiers will sign out/in, IAW procedures annotated in paragraph 4a, when departing/returning from PTDY.

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c. PTDY may only be used for purposes outlined in AR 600-8-10, Chapter 5, and Section XV.

8. Request for Permissive TDY in Conjunction with PCS/Ordinary Leave.

a. PTDY can be taken in conjunction with both ordinary and PCS leave. The period covered by PTDY will not be charged as leave and any request for PTDY will be completed on a DA Form 31.

b. PTDY in conjunction with leave does not excuse the Soldier from signing out/in on leave. This process will be completed IAW paragraph 4a of this policy letter.

c. PTDY in conjunction with PCS leave is, generally, for the purpose of house hunting at the new duty station. A Statement of Non-Availability from the gaining housing office (or a memorandum for record referencing a phone call to same) is required before this type of request will be granted.

d. If the PTDY and PCS leave together consist of more than a total of 30 days, the Soldier will be required to provide an explanation to the Company Commander why more than 30 days of leave is needed.

9. Request for Transition Leave.

a. Requests for Transition Leave must be submitted at least 30 days prior to the beginning date of leave. Soldiers who ETS or resign their commission must attend a briefing at Building 2622 (Transition Center) in order for orders to be cut in a timely manner (no less than 90 days out). The date in Item 8b of the DA Form 31 must be the Soldier's ETS/Retirement date (IAW AR 600-8-10, Chapter 4, Section XI).

b. All personnel departing on Transition Leave must sign out in person at the S1, Building 2826. Soldiers must turn in a completed copy of their installation clearance papers prior to signing out.

c. If submitting Transition Permissive TDY (TPTDY) in conjunction with transition leave, the Soldier is required to have an approved award submitted to S1. All awards must be routed through AG prior to the leave form being approved.

d. Supporting documents for transition leave includes, orders, LES, an approved award, and a POV inspection checklist and TRiPS Risk Assessment if over the 150 mile radius. SM also need to write in remarks block, "job hunting or house hunting," or both.

10. Requesting Transition Permissive TDY (TPTDY).

a. Soldiers are authorized a maximum of 20 days for TPTDY are required to submit a DA Form 31 through the Company Commander. The final approval authority for PTDY is held by the 199<sup>th</sup> Brigade Commander.

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b. Soldiers will sign out/in, IAW procedures annotated in paragraph 4a, when departing/returning from TPTDY.

#### 11. Voiding/Canceling Leave.

a. It is the Soldier's responsibility to inform the S1 if circumstances prevent him/her from taking an approved leave. The Soldier will directly notify the HHC, MCoE S1 either in person, or by phone/email as to why the leave will not be taken.

b. If a discrepancy occurs in the Soldier's leave computation on the LES; it is the Soldier's responsibility to provide a memorandum from their 1<sup>st</sup> line supervisor attesting to the status during the period of time in question. Discrepancies must be pointed out within 30 days of receiving a LES containing errors.

#### 12. Extension of Leave:

a. Soldiers may request an extension of leave by contacting the Company Commander /ISG for approval.

b. Extensions must be requested prior to the date the Soldier is approved to return.

c. Extensions of PCS Leave must be approved by the Soldier's gaining unit.

#### 13. Credit for Majority of the Workday.

b. Soldiers will not be charged leave for signing out on a duty day on which they worked the majority of the day until 1300 hrs.

#### 14. Passes.

a. A pass is an authorized absence from post or place of duty. Passes are not a right to which everyone is entitled, but a privilege to be awarded to deserving Soldiers. Such absences are not chargeable against accrued leave. Passes will be processed on a DA Form 31. An LES is required to be submitted with a pass request. If the SM has 70 days or more of leave, the Commander will not approve any 3 or 4 day passes. There may be extenuating circumstances with soldiers having over 70 days of leave which the Commander will make exception on a case by case basis.

c. Supervisors are responsible for the accountability of the Soldier's departure and return on pass.

d. Types of Passes.

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(1) Special three-day (72-hour) pass period must include at least one non-duty day. Passes will begin at the end of working hours on a given day and end with the start of normal working hours on the third day (example: Monday @ 1700 until Thursday, 0800). Thus the typical length of a three-day pass is about 64 hours. This pass may be extended to fit the organization's operation schedule to a maximum of 72 hours.

(2) Special four day (96 hour) pass period normally begins at the end of working hours on a given day and ends with the start of working hours on the fourth day. This pass period must include at least two consecutive non-duty days (example: Thursday @ 1700 until Tuesday @ 0800). Usual length of a four-day pass is about 88 hours. This pass period may be extended to fit the organization's operation schedule to a maximum of 96 hours.

(3) Mileage Passes are required for all travel exceeding 150 miles (one way).

(4) Supporting documents for passes that exceed the 150 mile radius include a Trips Risk Assessment, and a POV inspection.

(5) The authority to grant passes is delegated to the Company Commander. It is the responsibility of the Soldier, section SGT, and PLT SGT to ensure that passes do not conflict with published rosters (CQ, CQ Runner, and/or Thursdays Training instructor).

#### 15. Pass in Conjunction with Leave.

a. Soldiers may take a regular pass in conjunction with leave as long as the following criteria are met.

(1) A pass begins and terminates on post, at the duty location, or at the location from where soldier normally commutes to duty before leave begins.

(2) Leave begins and terminates on post, at the duty location, or location from where soldier normally commutes to duty before a pass begins.

b. Pass requests must be submitted no less than *seven* working days prior to the beginning leave date and will include a completed DA Form 31.

c. All soldiers requesting a regular pass in conjunction with leave, regardless of rank, must report in person to authenticating authorities as follows: HHC, MCoE S1( Bldg 2826) during duty hours or to the Post SDNCO (Bldg 35) after duty hours, and will have items 14a, 14b, and 14c of the DA Form 31 completed (as appropriate). Soldiers will have and maintain in their possession a copy of their DA Form 31 during leave status. Upon return, Soldiers will report in person to have item 16 annotated.

16. The point of contact for this memorandum is the undersigned at (706)545-0554.

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BRIAN BRENNAN  
CPT, IN  
Commanding

Enclosures:

Enclosure 1 - Individual Next Accident Assessment

Enclosure 2 - POV Inspection Checklist

Enclosure 3 - Motorcycle Inspection Checklist

Enclosure 1 - Individual Next Accident Assessment (Used at 1<sup>st</sup> Line Supervisor's Discretion)

**NEXT ACCIDENT ASSESSMENT FOR INDIVIDUALS**  
**Instructions**

**ACCIDENT RISK ASSESSMENT FOR INDIVIDUALS**

The Individual Assessment is a self awareness tool designed for individuals at all levels within the Army. It should be completed by you for your awareness only. Do not give the results to anyone else. Complete the assessment form by doing the following:

- Answer questions on the Next Accident Assessment about you. Assign points as directed for each question.
- Add up your points for all questions and enter at the bottom of page 5.
- Determine your accident risk:

<u>Points</u>	<u>Risk</u>
0 - 20	LOW
21 - 30	MODERATE
31 - 40	HIGH
41+	EXTREMELY HIGH

**RISK CONTROL ACTIONS**

- Safety/force protection is a shared responsibility. Responsibility for initiation control actions should also be shared.....

-- By completing this assessment, you now know some factors responsible for your accident risk. You can control/fix some of these factors and for some you will need chain-of-command help.

-- On page 7, identify at least one action you will take to reduce your accident risk.

Also, identify at least one action you need the chain-of-command to take to reduce your accident risk. This is the only information you need to share with your chain of command.

Will you cause the next accident?

Human error is responsible for 80 percent of all Army ground and aviation accidents. These mistakes that cause accidents happen for a number of reasons. Sometimes the individual who makes the mistake is at fault, and sometimes it is the individual's unit or higher command that is at fault.

The following assessment is based on the five reasons for human error accidents in ground and aviation operations over the last 10 years. Complete the assessment. See what your risk is of causing the next accident, what the reasons will be, and what you can do to reduce the risk. It might change your life; it might save your life.

1. Self-discipline. You know the standard for performing your job tasks. You have been trained to perform those tasks to standard, but you frequently choose not to because of your attitude. This is a lack of self-discipline. Following are eight indicators of an undisciplined individual. Give yourself points for indiscipline if you have:

a. Been formally or informally counseled for poor performance or conduct on or off duty. Examples:

- o Electing not to follow instructions, procedures, or laws.
- o Unnecessary risk taking.
- o Inappropriate personal conduct or irresponsibility (e.g., bad checks)
- o Not finishing assigned work (dependability).
- o Lateness.
- o Not being a team player.
- o Making inappropriate decisions for age, grade or rank, or experience.

points (Give yourself 8 points if you have been counseled 3 times for any combination of the above (or similar) reasons in the last 12 months, or more than 4 times in the last 24 months.)

b. Had at-fault reportable accidents (vehicle or nonvehicle, on or off duty) or traffic citations on or off duty.

NOTE: "At fault" is defined as knowingly and willfully doing something wrong that caused the accident. A "reportable" accident is one requiring a police report, accident report, or insurance claim.

points (Give yourself 8 points if you have had 2-4 at-fault accidents or citations in the last 12 months, or 5 or more in the last 24 months.)

c. Abused alcohol or drugs. Examples:

- o Missed all or part of a workday because of alcohol or illegal drug use 2 times in any month over last 12 months.
- o Been on duty while under the influence of alcohol or illegal drugs any day during the past 12 months.
- o Referred to Community Mental Health or other agency for alcohol/drug abuse evaluation during past 24 months.

points (Give yourself 8 points if any of the above examples apply to you.)

d. Received judicial or nonjudicial punishment. Examples:

- o Desertion
- o AWOL
- o Crimes against property
- o Crimes of violence

points (Give yourself 8 points if you received punishment for any of the above in the last 24 months.)

e. GT Score of 90 or less (enlisted personnel only).

points (Give yourself 8 points if your score is 90 or less.)

f. Sex and age.

points (Give yourself 8 points if you are a male under age of 25.)

2. Leadership. Your immediate supervisor is not ready, willing, or able to supervise subordinates' work and enforce performance to standard. Examples:

- o Supervisor does not have sufficient technical knowledge or experience or management ability to properly supervise.

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- o Supervisor tolerates below-standard performance, rarely makes on-the-spot corrections, does not emphasize by-the-book operations, or is reluctant to take disciplinary action.

points (Give yourself 18 points if your supervisor fits either example.)

3. Training. You have not received the training needed to perform your current job tasks to standard. This means insufficient, incorrect, or no task training that should have been provided by schools, unit, or OJT experience. Examples:

- o Not proficient in tasks within your job series or MOS.
- o Not proficient in tasks outside your job series or MOS (other duties assigned) but required in current job.

points (Give yourself 18 points if either example applies to you.)

4. Standards. In your current job, you frequently perform tasks for which task-conditions-standards or procedures: a) do not exist; b) are not clear; or c) is not practical. Examples:

- o Tasks in your MOS (common and MOS tasks) or job series have no or unclear/impractical tasks-conditions-standards or procedures.
- o Tasks outside your MOS or job series (other duties) assigned to you have no or unclear/impractical tasks-conditions-standards or

procedures.

points (Give yourself 8 points if either example applies to you.)

5. Support. You frequently do not receive the support needed to perform your job tasks to standard. Shortcomings include type, capability, and amount or condition of support needed. Examples:

- o Personnel (not full crew, wrong MOS, not trained to standard, etc.)
- o Equipment (TA-50, weapons, transportation, safety, etc.)
- o Supplies (ammo, fuel, food, water, parts, clothing, publications, etc.)
- o Services/facilities (maintenance, medical, personal services, storage, etc.)

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points (Give yourself 8 points if inadequate support was responsible for below-standard task performance, 2 times in any month during past 12 months.)

Total Points. Find where your score fits on the scale below to determine your risk of causing the next accident.

<u>POINTS</u>	<u>0 - 20</u>	<u>21 - 30</u>	<u>31 - 40</u>	<u>41+</u>	
	RISK	LOW	MODERATE	HIGH	EXTREMELY HIGH

You now know your risk of making a mistake that will cause the next accident and what the reasons will be. You can reduce your risk by taking action to correct or control those reasons/faults that apply to you.

● Action(s) I will take to reduce my accident risk:

● Chain-of-command action(s) needed to reduce my accident risk:

Name \_\_\_\_\_  
Last First MI

Enclosure 2 - POV Inspection Checklist

**POV INSPECTION CHECKLIST**

ITEM	WHAT TO CHECK	LOOK FOR KNOWN DEFICIENCIES	CHECK OFF	
<b>TIRES</b>			Front	Rear
	Condition	Tread depth, wear, weathering, evenly seated, bulges, imbedded objects, cuts, breaks. At least one mm of tread over entire traction surface. <i>(Using a penny, place it in the tire treads with head facing downward. If the tread does not reach the top of Lincoln's head, there is insufficient tread depth)</i>		
	<i>NOTE: No mixing of radial tires and bias tires.</i>			
	Spare tire	Spare tire (inflated), jack, lug wrench	Pass	Fail
<b>LIGHTS</b>			Left	Right
	Head lights	Both high and low beams operational, cracked, condensation, secured		
	Tail Lights	Lenses intact, tail light working when turned on (red)	Left	Right
	Brake lights	Lenses intact, brake light working when brake is applied (red)	Left	Right
	Turn Signals	Lenses intact, left and right turn signals blink (red lights in rear and yellow lights in front)	Front Left	Rear Right
	Backup lights	Lenses intact, left and right backup lights work (White Light)	Left	Right
	Four-way Flashers	Lenses intact, left and right turn signals flash/blink at the same time	Front Left	Rear Right
	License Plate Light	Lenses intact, does light stay on		
			Pass	Fail
<b>WINDSHIELD &amp; WINDOWS &amp; WIPERS</b>				
	Windshield	Not cracked, broken or scratched to the degree that impairs vision	Pass	Fail
	Rear Window	Not cracked, broken or scratched to the degree that impairs vision	Pass	Fail
	Windows	Windows go up and down, scratched or tinted to the degree that impairs vision	Pass	Fail
	Window controls	Check handles, push electric buttons	Front	Rear
	Windshield wipers	Both wipers are installed on vehicle, windshield wipers work, blades show signs of wear	Pass	Fail
<b>MIRROR</b>			Left	Right
	Mirror Outside	Missing, cracked		
	Mirror Inside	Missing, cracked	Pass	Fail
<b>BUMPERS</b>			Pass	Fail
	Bumper Front	Missing, loose, broken		
	Bumper Rear	Missing, loose, broken, bent in any way to cause a hazard	Pass	Fail
<b>BRAKES</b>			Pass	Fail
	Brakes	Foot pedal cannot travel more than half way to floor, does brake light stay on		

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Emergency Brake	Properly adjusted, check emergency brake by: pull/push emergency brake, apply foot to brake, gently press gas pedal, ensure brake holds vehicle	Pass	Fail
<b>Interior</b>			
Horn	Does it work	Pass	Fail
Defroster Front	Ensure hot air blows out above the dash	Pass	Fail
Defroster Rear	Check light on dash, if in the winter ensure it works by allowing the rear windshield to clear up	Pass	Fail
Emergency equipment	(OPTIONAL) First aid kit, warning triangle, flashlight, fire extinguisher, blanket, flares, shovel, chains, tools, etc. (Check host nation laws for any additional equipment)	Pass	Fail
Heater	Ensure heater works	Pass	Fail
<b>SEATBELTS</b>			
Seatbelt Front/Rear (Include shoulder harness during inspection, may have a center seat belt)	Missing, frayed, does not snap	Front	Rear
<b>LICENSE/DECALS/INSURANCE</b>			
State Drivers License	Expired, missing	Pass	Fail
Installation decal	Missing, needs replacing	Pass	Fail
License Plate (License plates match windshield decal (Europe Only))	Expired, check sticker/decal to ensure plate is current	Pass	Fail
Insurance	Does the operator have valid insurance	Pass	Fail
<b>UNDER THE HOOD</b>			
<b>FLUIDS</b>			
Brake	Filled to appropriate level	Pass	Fail
Windshield washer	Windshield washer fluid	Pass	Fail
Battery	Check the color indicator on the battery	Pass	Fail
Power Steering	Filled to appropriate level	Pass	Fail
<b>HOSES</b>	Cuts, cracks, leaks, bulges, chaffing, deterioration	Pass	Fail
<b>BATTERY</b>	Terminals, clean and tight, held down securely	Pass	Fail

Inspector's Name: \_\_\_\_\_ Signature \_\_\_\_\_

Operator Name: \_\_\_\_\_ Signature \_\_\_\_\_

Platoon Sergeant/Platoon Leaders approval \_\_\_\_\_

Date inspection was conducted \_\_\_\_\_

Date follow-up inspection was conducted \_\_\_\_\_

Leave/Pass/Holiday \_\_\_\_\_

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Enclosure 3 - Motorcycle Inspection Checklist

*Inspection checklist can be revised based on local requirements - e.g., snow tires/chain*

**MOTORCYCLE INSPECTION CHECKLIST**

ITEM	WHAT TO CHECK	LOOK FOR KNOWN DEFICIENCIES	CHECK OFF	
<b>TIRES</b>	Condition	Tread depth, wear, weathering, evenly seated, bulges, imbedded objects, cuts, breaks. At least one mm of tread over entire traction surface. Check air pressure. <i>(Using a penny, place it in the tire treads with head facing downward. If the tread does not reach the top of Lincoln's head, there is insufficient tread depth)</i>	Front	Rear
	<i>NOTE: No mixing of radial tires and bias tires.</i>			
	Wheels	Check for loose spokes and proper wheel alignment. Squeeze the pairs of spokes where they cross to check for looseness. Lift each wheel off the ground, individually, and spin it. Watch its motion and listen for noise. Also move it from side to side to check for looseness. Check for loose nuts and bolts, especially on the wheels, motor mounts, and missing cotter pins.	Pass	Fail
	Kickstand	Assure that the spring tension on the kickstand is sufficient to hold it securely in the retracted position.	Pass	Fail
<b>LIGHTS</b>	Head Lights	Both high and low beams operational, cracked, condensation, secured.	Pass	Fail
	Tail Lights	Lenses intact, tail light working when turned on (red).	Pass	Fail
	Brake Lights	Lenses intact, brake light working when brake is applied (red).	Pass	Fail
	Turn Signals	Lenses intact, left and right turn signals blink (red lights in rear and yellow lights in front).	Pass	Fail
	License Plate Light	Lenses intact, light stays on.	Pass	Fail
<b>WINDSHIELD</b>	Windshield (optional)	Not cracked, broken or scratched to the degree that impairs vision.	Pass	Fail
<b>MIRROR</b>	Mirror	Two rear view mirrors capable of viewing 200 or more feet to the rear.	Pass	Fail
<b>LICENSE/DECALS/INSURANCE</b>				

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State Drivers License	Expired, missing.	Pass	Fail
Installation decal	Missing, needs replacing.	Pass	Fail
License Plate	Expired, check sticker/decal to ensure plate is current.	Pass	Fail
Insurance	Current, valid insurance.	Pass	Fail
Safety Course	Attended a motorcycle safety course.	Pass	Fail
<b>MECHANICAL</b>			
Horn	Should be heard from 100 feet away.	Pass	Fail
Brakes	Filled to appropriate level. Check brake cables and test brakes separately. Each should prevent the cycle from moving.	Pass	Fail
Battery	Check the color indicator on the battery Terminals, clean and tight, held down securely.	Pass	Fail
Hoses	Cuts, cracks, leaks, bulges, chaffing, deterioration.	Pass	Fail
Cables	Check for frayed, loose, or improperly adjusted cables. Check by squeezing the clutch and front brake levers. Rotate the throttle to see if it is working properly. Make sure the throttle returns to the closed position. Control levers should operate smoothly.	Pass	Fail
Chain/Sprockets	Check Chain/Sprockets visually for wear and properly adjusted chain should have about 3/4 of an inch free play and sprockets for worn teeth.	Pass	Fail

Inspector's Name: \_\_\_\_\_

Signature \_\_\_\_\_

Operator Name: \_\_\_\_\_

Signature \_\_\_\_\_

Platoon Sergeant/Platoon Leaders approval \_\_\_\_\_

Date inspection was conducted \_\_\_\_\_

Date follow-up inspection was conducted \_\_\_\_\_

Leave/Pass/Holiday \_\_\_\_\_

***Inspection checklist can be revised based on local requirements***