



DEPARTMENT OF THE ARMY
E COMPANY, 3RD BATTALION, 11TH INFANTRY REGIMENT
BLDG 76, 6510 MCVEIGH DRIVE
FORT BENNING, GEORGIA 31905

ATSH-TPC-E

17 November 2015

MEMORANDUM FOR Students, Direct Commission Course, E Company, 3rd Battalion,
11th Infantry Regiment

SUBJECT: Leave and Pass Policy

1. References:

a. AR 600-8-10: Leaves and Passes

b. 3rd BN, 11th IN REGT Policy Memorandum 26 (Student Leave and Pass Policy, 20 September 2013).

2. The purpose of this policy is to regulate the students' leave and pass in order to ensure the students remain focused on Direct Commission Course (DCC) training events. The rigor of DCC demands that students must focus on training. When discretionary time occurs, it is in the best interests of the Army, DCC, and the students that students are focused on the upcoming training events and preparing themselves to lead Soldiers in the Army.

3. There will be no passes granted for week 1 of training. DCC students first weekend should be focused on the following week's training, familiarization with Physical Readiness Training (PRT), and wear and appearance of the Army uniform.

4. When released from duty and not on pass, students will remain within a 25 mile radius of Fort Benning, GA. This limit allows the students to enjoy the amenities of the Columbus and Phenix City area while limiting the risk posed by greater travel distances. I may approve exception to this travel limit.

5. Passes are a privilege, not a right, passes are approved on a case by case basis. I am the approval authority for all passes. Normally, students may take pass when I have not scheduled training for the day on which a student desires to take pass. Students must have an approved pass when they plan to travel outside the 25 mile radius of Fort Benning. The student will submit the pass packet to his or her cadre platoon sergeant no later than three days from the last duty day prior to the weekend during which the student desires to take the pass. For instance, if a student wishes to take a pass on a normal weekend, the student must submit the pass packet to his or her cadre platoon sergeant by close of business on Tuesday. After approval by the company commander,

ATSH-TPC-E

SUBJECT: Leave and Pass Policy

the cadre platoon sergeant will retain the pass packet and give a copy of the DA Form 31 (Request and Authority for Leave) to the student. The student must carry a copy of this form with him or her for the duration of his pass. At a minimum, the pass packet must contain the following:

a. A signed DA Form 31 (Request and Authority for Leave). Enclosure 1 depicts the proper way to fill out this form.

b. A signed Travel Risk Planning System (TRiPS) generated form and driving instructions. The student can generate this form, which certifies that the student has appropriately mitigated the risk inherent to travel, through Army Knowledge Online. Soldiers use the TRiPS process to plan a safe journey.

c. A copy of the flight itinerary, if the student plans to fly as part of his or her journey.

d. The most recent copy of the student's end of month Leave and Earning Statement (LES), if available.

e. A MapQuest generated map depicting the route of travel from Fort Benning to the student's pass destination.

f. At the start of the course cadre will inspect the student's privately owned vehicle for safety. A copy of the inspection form will remain in the student's file while he or she is at DCC. The cadre platoon sergeant or platoon mentor will reference this form prior to recommending approval or disapproval of a pass. I will not allow students whose vehicles require a safety inspection or whose vehicles cadre found deficient to take pass until cadre have inspected the vehicle and determined that the vehicle is safe for travel.

6. I will approve passes on a weekly basis. Because training is the first priority for students attending the Direct Commission Course, I may deny passes for the following reasons:

a. If a student fails a graduation requirement, I may deny a pass for that student, so the student can retrain over the weekend.

b. If unforeseen circumstances arise during the training cycle, I may deny passes for all students to create space for training to occur over the weekend.

7. The copy of DA Form 31 with the company commander's approval constitutes permission to proceed as planned on the pass. Cadre ordinarily release students to

ATSH-TPC-E
SUBJECT: Leave and Pass Policy

proceed on pass for a two day weekend at close of business on the last duty day prior to that weekend.

8. I can grant emergency leave to a student if the American Red Cross has verified the emergency. If the American Red Cross has not verified the emergency, the battalion commander may grant approval for emergency leave. Platoon cadre will assist the student in preparing documents required for emergency leave if the need arises.

9. Driving distances for passes will not exceed 150 miles one way. Anything over 150 miles will be for flights or a pass will not be granted. The only exception to driving beyond 150 miles is to take ordinary leave. Passes must be submitted NLT 48 hours out from the intended start date, and is at the discretion of the commander.

10. Cadre platoon sergeants will post a copy of the memorandum on all platoon bulletin boards.

11. The point of contact for this memorandum is the undersigned at (706) 545-7285, or at email: david.a.sambronedarkins.mil@mail.mil.

Encl
Example DA Form 31

DAVID A. SAMBRONE-DARKINS
CPT, CM
Commanding