DEPARTMENT OF THE ARMY
ALPHA COMPANY, TRAINING SUPPORT BATTALION
10,000 HAMPTON PARKWAY
FORT JACKSON, SOUTH CAROLINA 29207-7025

REPLY TO
ATTENTION OF

ATSG-SB-A

29 June 2010

MEMORANDUM FOR All Assigned and Attached Soldiers and Civilians

SUBJECT: Policy Memorandum # 14 – Leave Processing and Control

1. This memorandum provides guidance for the submission of leave requests and establishes sign-in/sign-out procedures.

2. All requests for leave originate with the requesting Soldier. Once the DA Form 31 is initiated, it is processed through the Soldier's assigned class S1 and class advisor. The form is then forwarded to the company commander for duty clearance and processing. Alpha Company will forward approved leave requests to the Battalion S1. The Battalion S1 will only accept leave-related actions properly processed through the company's operations section.

3. The student S1 will submit a leave tracking log for end-of-course PCS Leave requests to the orderly room NLT 30 days from scheduled graduation date. Once the tracking log has been acknowledged and approved by A Co, the students may submit leave packets to the student S1. The student S1 will collect all DA Form 31s and supporting documents, check for administrative correctness and forwarded all DA Form 31s to the company orderly room for processing NLT 3 weeks prior to graduation date.

4. Data in blocks 2-10b on the DA Form 31 must be complete and typed. Supporting documentation will include: DA Form 31; orders; safety contract; leave and earnings statement (LES); POV Risk Assessment; POV inspection; and any additional supporting document special to your individual request (i.e., AT Level 1 Awareness Certificate an DA Form 4187 for OCONUS leave, or the HRAP acceptance memorandum).

5. In accordance with governing regulations, the battalion commander is the approval authority for leave requests that include permissive temporary duty (PTDY), Hometown Recruiting Assistance Program (HRAP), OCONUS leave, leave over 30 days, or advance leave over 7 days. Soldiers requesting enrollment in the HRAP must coordinate and obtain an acceptance Memorandum for Record from the recruiting station, endorsed by the Battalion Executive Officer and the Recruiting Station Commander. Gold Bar Recruiting with a college ROTC program is not authorized.

6. **Alpha Company Soldiers departing/arriving on ordinary or PCS leave must physically sign-in and out at the TSB S-1 at** BLDG 3360 (Battalion HQ) **or SDNCO** at BLDG 10,000 (Soldier Support Institute). SDNCO contact numbers are 751-3631 or 751-3634. It is the individual Soldier's responsibility to notify Alpha Company and the class advisor of changes to leave start date or cancellation of leave, 72 hours prior to the requested start date.

7. Leave extensions may ONLY be granted by the commander. The Soldier must contact the class advisor, company commander and/or 1SG. The Company Commander will then notify the TSB S-1.

8. A Soldier must obtain permission to travel OCONUS (excluding Hawaii, Alaska, Puerto Rico, Virgin Islands, Guam, American Samoa and Northern Mariana Islands). In addition to the DA Form 31 signed by the company commander, Soldiers must initiate a DA Form 4187 at their operations section, obtain a threat briefing, and complete Anti-Terrorist training at www.at-awareness.org. Soldiers must submit a copy of their certificate of training with their DA Form 31. The DA Form 31, DA Form 4187, certificate of training, LES, risk assessment, and itinerary **must be submitted 45 days prior to the desired departure date**. Prior to planning leave to a country hostile to the United States, or a country experiencing severe terrorist activity or internal unrest, the Soldier should contact the TSB S1/S3 or log on to http://www.travel.state.gov to obtain an estimate of the lead time required to obtain permission to visit the desired country, and any special processing requirements.

9. Soldiers requesting leave during winter exodus will submit their leave request no later than the first duty day following return from the Thanksgiving Day holiday. You must ensure you are not on the Staff Duty Roster prior to submission of leave requests. Staff duty is the priority. Leave requests for students will be routed through the student S1 to Alpha Company Orderly Room. Failure to meet this suspense may result in denial of the leave request.

10. Failure to comply with the provisions of this policy may have a negative impact on a Soldier's leave balance and may subject Soldiers to potential administrative or disciplinary action(s).

11. The point of contact for this memorandum is undersigned at (803) 751-8188.

NICOLE L. JEPSEN
CPT, AG
Commanding