

805C-42A-1250
Process a Request for Leave, Pass, or Permissive Temporary Duty (PTDY)
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Conditions: You are assigned as an HR Specialist and must process requests for leave, pass, or permissive TDY. You have access to AR 600-8-10 (Leaves and Passes), AR 600-8-104 (Army Military Human Resource Records Management), AR 600-8-105 (Military Orders), HR enabling systems, standard office supplies and equipment and the following documents:

- a. A properly prepared DA Form 31 (Request and Authority for Leave).
- b. Soldier's current DFAS Form 702 (Defense Finance and Accounting Service Military Leave and Earnings Statement (LES)).
- c. Supporting orders.
- d. A chargeable leave reconciliation report from the Finance Office.
- e. DA Form 4179 (Leave Control Log). This task should not be trained in MOPP 4.

Standards: Process all requests for leave, pass, or PTDY with 100% accuracy ensuring required forms are properly completed, DA Form 4179-R is correctly annotated and crossed-checked daily with DA Form 647/647-1, and appropriate actions are taken if a Soldier's leave/pass/PTDY is extended and/or when they return Present for Duty.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You have received an approved request for Leave, Pass, or PTDY from a Soldier in your unit.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Review DA Form 31 for accuracy and completeness.
 - a. Verify the form is legible and all blocks are completed.
 - b. Confirm the requesting Soldier has sufficient leave on the LES to cover the dates listed in Block 10 of the DA Form 31.
 - c. Determine the type of leave being processed.
 - (1) Check Block 6 of the DA Form 31 to ensure the requesting Soldier identified the location and phone number where the leave is being taken.
 - (2) Check Block 7 for the type of leave requested.
 - d. Enter leave data on Leave Control Log (DA Form 4179).
 - e. Enter leave control number on DA Form 31.
2. Assign a 7-Digit Leave Control Number.
 - a. Annotate requested leave dates in DA Form 4179 (Leave Control Log) upon receipt of approved leave signed by unit commander.
 - b. Assign a seven digit leave control number in the correct format (two Digit source code ISC; enter second Digit of the current Fiscal Year; enter four Digit Control number) on the DA Form 31.
3. Update the Leave Control Log.
 - a. Enter control numbers consecutively for each approved leave.

Note: If entry is a corrected entry, place a checkmark in the column to the right of the control number.
 - b. Enter date control number is posted.
 - c. Enter appropriate leave code from bottom of leave control log.
 - d. Enter the Soldier's name on the top line and SSN directly under it.
 - e. Enter grade only (e.g., E-4, O-4).
4. Forward DA Form 31 correctly when Soldier departs for leave.
 - a. Maintain original copy of DA Form 31 in BN S-1.
 - b. Identify the type of leave noted on DA Form 31, Block 7, as certain types of leave could differ in routing process.
 - c. Forward or file DA Form 31, as appropriate.
 - (1) Forward a copy of DA Form 31 to the gaining unit upon the Soldier's departure if this is Intra-post Leave.
 - (2) Handcarry a copy of DA Form 31 on a Unit Transmittal Memo (UTM) to the Finance Office within two working days of the Soldier starting leave if this is an approved transition leave and Soldier's assigned unit is at the same location with a Transition Point.
 - (3) Forward the original DA Form 31 to the Finance Office on the Soldier's departure day if this is an approved transition leave and Soldier is not assigned where there is a Transition Point.
 - (4) Forward a copy DA Form 31 to the Brigade S-1 or Military Personnel Division (MPD) for completion of Parts II, III and IV if this is an approved emergency leave involving OCONUS travel.
 - (5) File a copy of the DA Form 31 IAW ARIMS.
 - (6) File a copy of DA Form 31 in suspense file until Soldier returns from ordinary or emergency leave or if TDY is involved.
5. Determine the number of chargeable and nonchargeable days.

- a. Determine the date chargeable as the Start of Leave.
 - (1) Charge the departure day as Start of Leave unless Soldier worked $\frac{1}{2}$ or more of a duty day.
 - (2) Charge the day after departure as Start of Leave if Soldier worked $\frac{1}{2}$ or more of a duty day.
 - b. Determine the date chargeable as the End of Leave.
 - (1) Charge the return date as End of Leave if the Soldier does not work $\frac{1}{2}$ or more of a duty day.
 - (2) Charge the day prior to return as end of Leave if a Soldier works for more than half of a normally scheduled workday on the return date.
 - (3) Charge the day prior to return as End of Leave if a Soldier returns on a scheduled non-duty day.
 - c. Determine the days that qualify as nonchargeable leave.
 - (1) Identify the dates of leave that do not match the guidelines for chargeable leave.
 - (2) Compare these leave conditions to the guidelines for nonchargeable leave.
 - (3) Confirm the leave matches the guidelines for nonchargeable leave.
 - d. Count the number of days from the chargeable Start of Leave date and chargeable End of Leave date as chargeable leave.
 - e. Subtract the period of nonchargeable absence from chargeable leave.
 - f. Enter the resulting chargeable leave dates in Block 17.
6. Process Chargeable Leave.
- a. Process a DA Form 31 when a Soldier returns from leave.
 - b. Review the Leave Control Log daily for current returns.
 - c. Retrieve the DA Form 31s for returning Soldiers from the suspense file.
 - d. Enter the Returning Date, Time and Authority in Block 16.
 - e. Update the Leave Control Log to reflect the Soldier's return from leave.
 - f. Forward or file DA Form 31 as appropriate.
 - (1) Forward the original copy of DA Form 31 to finance office within three working days of the Soldier returning from ordinary leave.
 - (2) Forward the original copy of the DA Form 31 to the finance office within 3 working days of the Soldier completing approved emergency leave.
 - (3) Forward the original copy of the DA Form 31 with an attached TDY voucher to the finance office within 10 working days if TDY is involved.
 - g. File the organization copy of the DA Form 31 in the functional files for six months.
7. Reconcile the Leave Control Log.
- a. Annotate in the block "Date Orig to FO" in the Leave Control Log (DA 4179), the date the leave form was submitted to finance (same date as the submitted Unit Transmittal Letter).
 - b. Reconciled receipt of Leave Transmittal Report (LTR) from Finance.
 - (1) Reconcile the leave control log by verifying the information for the leave control number ensuring it belongs to the appropriate person.

(2) Verify the charged dates and number of days charged by finance office on the LTR correspond with the ones previously annotated in the leave control log under "Chargeable Leave".

c. Annotate the leave transaction reports update number in the "Joint Service Software (JSS) Leave Report" column of leave control log.

d. Annotate the number of days charged by Finance Office according to the LTR in the "No. of Days" column of leave control log.

e. Annotate your initials in the "INT" column of your leave control log if the number of days match those previously annotated in the leave control log under "Chargeable Leave."

8. Void a Soldier's DA Form 31 when leave has been cancelled.

a. Void leave on the DA Form 31.

(1) Draw a diagonal line through the DA Form 31.

(2) Write "VOIDED" through the line on the form.

(3) Obtain an authenticating Battalion S1, Assistant Personnel Sergeant or Commander's signature in Block 17.

(4) File the voided DA Form 31 for six months.

b. Void the leave on the Leave Control Log.

9. Extend a Soldier's leave when applicable.

a. Enter the unit commander approved number of days leave extended in Block 15a and approval date in Block 15b on the suspense file and original copies of DA Form 31.

b. Retrieve unit Commander or First Sergeant's signature in block 15c.

c. Post the extension dates to the Leave Control Log.

d. File leave form back in suspense folder until Soldier returns.

10. Correct errors on chargeable leave.

a. Review the reconciliation report from the Finance Office for discrepancies in chargeable leave.

b. Create a revised Leave Control Log entry.

(1) Void the original log entry containing the erroneous dates.

(2) Create a new Leave Control Log entry for the revised dates.

c. Post the date changes to the affected DA Form 31.

(1) Indicate changes in Block 17.

(2) Annotate with the message "Corrected Leave Charges."

(3) List the revised chargeable dates and the reason for the correction.

(4) Annotate Block 1 with the corrected Leave Control Log number.

d. Forward the revised DA Form 31 and the reconciliation memo to the Finance Office within three working days of preparing the correction.

e. File a copy of the DA Form 31 in the functional files for six months.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Reviewed DA Form 31 for accuracy and completeness.			
a. Verified the form was legible and all blocks were completed.			
b. Confirmed the requesting Soldier had sufficient leave on the LES to cover the dates listed in Block 10 of the DA Form 31.			
c. Determined the type of leave being processed.			
d. Entered leave data on Leave Control Log (DA Form 4179).			
e. Entered leave control number on DA Form 31.			
2. Assigned a 7-Digit Leave Control Number.			
a. Annotated requested leave dates in DA Form 4179 (Leave Control Log) upon receipt of approved leave signed by unit commander.			
b. Assigned a seven digit leave control number in the correct format on the DA Form 31.			
3. Updated the Leave Control Log.			
a. Entered control numbers consecutively for each approved leave.			
b. Entered date control number was posted.			
c. Entered appropriate leave code from bottom of leave control log.			
d. Entered the Soldier's name on the top line and SSN directly under it.			
e. Entered grade only (e.g., E-4, O-4).			
4. Forwarded DA Form 31 correctly when Soldier departed for leave.			
a. Maintained original copy of DA Form 31 in BN S-1.			
b. Identified the type of leave noted on DA Form 31, Block 7.			
c. Forwarded or filed DA Form 31, as appropriate.			
5. Determined the number of chargeable and nonchargeable days.			
a. Determined the date chargeable as the Start of Leave.			
b. Determined the date chargeable as the End of Leave.			
c. Determined the days that qualify as nonchargeable leave.			
d. Counted the number of days from the chargeable Start of Leave date and chargeable End of Leave date as chargeable leave.			
e. Subtracted the period of nonchargeable absence from chargeable leave.			
f. Entered the resulting chargeable leave dates in Block 17.			
6. Processed Chargeable Leave.			
a. Processed a DA Form 31 when a Soldier returned from leave.			
b. Reviewed the Leave Control Log daily for current returns.			
c. Retrieved the DA Form 31s for returning Soldiers from the suspense file.			
d. Entered the Returning Date, Time and Authority in Block 16.			
e. Updated the Leave Control Log to reflect the Soldier's return from leave.			
f. Forwarded or filed DA Form 31 as appropriate.			
g. Filed the organization copy of the DA Form 31 in the functional files for six months.			
7. Reconciled the Leave Control Log.			
a. Annotated in the block "Date Orig to FO" in the Leave Control Log (DA 4179), the date the leave form was submitted to finance.			
b. Reconciled receipt of Leave Transmittal Report (LTR) from Finance.			
c. Annotated the leave transaction reports update number in the "Joint Service Software (JSS) Leave Report" column of leave control log.			
d. Annotated the number of days charged by Finance Office according to the LTR in the "No. of Days" column of leave control log.			
e. Annotated your initials in the "INT" column of your leave control log if the number of days match those previously annotated in the leave control log under "Chargeable Leave."			
8. Voided a Soldier's DA Form 31 when leave was cancelled.			
a. Voided leave on the DA Form 31.			
b. Voided the leave on the Leave Control Log.			
9. Extended a Soldier's leave when applicable.			
a. Entered the unit commander approved number of days leave extended in Block 15a and approval date in Block 15b on the suspense file and original copies of DA Form 31.			
b. Retrieved unit Commander or First Sergeant's signature in block 15c.			
c. Posted the extension dates to the Leave Control Log.			
d. Filed leave form back in suspense folder until Soldier returns.			
10. Corrected errors on chargeable leave.			
a. Reviewed the reconciliation report from the Finance Office for discrepancies in chargeable leave.			
b. Created a revised Leave Control Log entry.			
c. Posted the date changes to the affected DA Form 31.			

d. Forwarded the revised DA Form 31 and the reconciliation memo to the Finance Office within three working days of preparing the correction.			
e. Forwarded the revised DA Form 31 and the reconciliation memo to the Finance Office within three working days of preparing the correction.			
f. Filed a copy of the DA Form 31 in the functional files for six months.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-10	Leaves and Passes (*RAR 001, 08/04/2011)	Yes	Yes
	AR 600-8-104 (Revision, April 07, 2014)	Army Military Human Resource Records Management http://www.apd.army.mil/pdf/r600_8_104.pdf	Yes	No
	AR 600-8-105	MILITARY ORDERS	Yes	No

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1
	7010-01-480-4355	Z39781	Army Human Resources Workstation	1

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42A-1043	Maintain Records Using Army Records Information Management System (ARIMS)	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None