

805C-42A-3463
Process Leaves and Passes
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.

Condition: You are an HR NCO responsible for reviewing the processing of Requests for Leave, Pass, or Permissive Temporary Duty (PTDY). You have received a DA Form 31 (Request and Authority for Leave) and have access to AR 600-8-10 (Leaves and Passes), DA Form 4179-R (Leave Control Log), DA Form 647 (Personnel Register), DA Form 647-1 (Personnel Register), standard office supplies and equipment. This task should not be trained in MOPP 4.

Standard: Review all requests for leave, pass, or PTDY for accuracy and completeness ensuring required forms are completed without error, DA Form 4179-R is annotated and crossed-checked with DA Form 647/647-1 daily, and appropriate actions are taken on all situations where a Soldier's leave/pass/PTDY is extended and/or they return early and are confirmed as Present for Duty.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You have received a request for leave, pass, or PTDY.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Review DA Form 31 for accuracy and completeness.
 - a. Verify type of leave being processed.
 - (1) Ordinary.
 - (2) Emergency.
 - (3) Convalescent.
 - b. Confirm all blocks are correctly filled out for the appropriate type of leave.
 - c. Verify the Soldier has sufficient leave on his or her Leave and Earning Statement (LES) to cover the leave dates or the commander approves excess leave.
 - d. Verify pass requests comply with the rules outlined in AR 600-8-10, Chapter 5.
 - e. Verify requests for permissive TDY (PTDY) comply with the rules outlined in AR 600-8-10.
 - f. Verify the DA Form 4179-R (Leave Control Log) is completed correctly.
2. Determine the number of days of chargeable and nonchargeable leave.
 - a. Charge departure day as start of leave if the departure date is a leave or travel day.
 - b. Does not charge day of leave if the Soldier works for more than half of a normally scheduled duty day on the start or return date.
 - c. Does not charge leave if the Soldier returns on a scheduled non-duty day.
 - d. Calculates number of leave days from start of leave to end of leave and counts as chargeable leave.
 - e. Subtracts period of nonchargeable absence from chargeable leave.
 - f. Enters resulting chargeable leave dates in Block 17, DA Form 31.
 - g. Leaves block 17 blank if leave is never charged.

Note: Example: convalescent leave.
3. Void a Soldier's leave when a leave request is cancelled.
 - a. Void DA Form 31.
 - b. Void entry on DA Form 4179-R.
4. Extend a Soldier's leave when applicable.
 - a. Enter Leave extension dates in Block 15 on the copy of DA Form 31 being maintained in the suspense file.
 - b. Post extension dates to the DA Form 4179-R.

5. Process a Soldier's leave form upon return.
 - a. Check DA Form 4179-R daily for recent returns.
 - b. Enter leave completion data.
 - c. Route original copy of DA Form 31 to the finance office within 3 working days after completion of leave.
 - d. Verify the DA Form 4179-R is updated by checking a hard copy printout.
 - e. Cross-check DA Form 4179-R daily with DA Form 647 or DA Form 647-1 for current departures.
6. Certify errors on chargeable leave are corrected.
 - a. Post date changes to the affected DA Form 31.
 - b. Annotate DA Form 31 with the message "Corrected Leave Charges."
 - c. Route revised DA Form 31 and the reconciliation memo to the finance office within 3 workdays after completing the corrections.
 - d. File organizational copy of DA Form 31 in the functional files for 6 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 perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Reviewed DA Form 31 for accuracy and completeness.			
a. Verified type of leave being processed.			
b. Confirmed all blocks were correctly filled out for the appropriate type of leave.			
c. Verified the Soldier has sufficient leave on his or her LES to cover the leave dates or the commander had approved excess leave.			
d. Verified pass requests complied with the rules outlined in AR 600-8-10, Chapter 5.			
e. Verified requests for permissive TDY complied with the rules outlined in AR 600-8-10.			
f. Verified the DA Form 4179-R (Leave Control Log) was completed correctly.			
2. Determined the number of days of chargeable and nonchargeable leave.			
a. Charged departure day as start of leave if the departure date was a leave or travel day.			
b. Did not charge day of leave if the Soldier worked for more than half of a normally scheduled duty day on the start or return date.			
c. Did not charge leave if the Soldier returned on a scheduled non-duty day.			
d. Calculated number of leave days from start of leave to end of leave and counted as chargeable leave.			
e. Subtracted period of nonchargeable absence from chargeable leave.			
f. Entered resulting chargeable leave dates in Block 17, DA Form 31.			
g. Left block 17 blank if leave was never charged.			
3. Voided a Soldier's leave when a leave request was cancelled.			
a. Voided DA Form 31.			
b. Voided entry on DA Form 4179-R.			
4. Extended a Soldier's leave when applicable.			
a. Entered leave extension dates in Block 15 on the copy of DA Form 31 being maintained in the suspense file.			
b. Posted extension dates to the DA Form 4179-R.			
5. Processed a Soldier's leave form upon return.			
a. Checked DA Form 4179-R daily for recent returns.			
b. Entered leave completion data.			
c. Routed original copy of DA Form 31 to the finance office within 3 working days after completion of leave.			
d. Verified the DA Form 4179-R was updated by checking a hard copy printout.			
e. Cross-checked DA Form 4179-R daily with DA Form 647 or DA Form 647-1 for current departures.			
6. Certified errors on chargeable leave were corrected.			
a. Posted date changes to the affected DA Form 31.			
b. Annotated DA Form 31 with the message "Corrected Leave Charges."			
c. Routed revised DA Form 31 and the reconciliation memo to the finance office within 3 workdays after completing the corrections.			
d. Filed organizational copy of DA Form 31 in the functional files for 6 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
	DA FORM 31	REQUEST AND AUTHORITY FOR LEAVE (EGA)	Yes	Yes
	DA FORM 4179-R	Leave Control Log	Yes	No
	DA FORM 647	PERSONNEL REGISTER	Yes	No
	DA FORM 647-1	PERSONNEL REGISTER	Yes	No

TADSS : None

Equipment Items (LIN): None

Material 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

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-3015	Establish Records Using the Army Records Information Management System (ARIMS)	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL3	Enlisted	MOS: 42A, Skill Level: SL3, Duty Pos: UQI