

Summary Report for Individual Task
805C-42B-6115
Administer Battalion Leave and Pass Program
Status: Approved

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Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Jackson / USASSI foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You are assigned as a battalion S-1 and your unit is preparing for block leave. The Executive Officer calls you in his office and reminds you that you are responsible for the administration of the commander's leave and pass program. You have access to the references listed on the enclosed table and an Army Human Resources Workstation. This task should not be trained in MOPP 4.

Standard: Ensure that 100% of all DA Form 31s (Request and Authority for Leave) for Soldiers taking leave or pass are processed without error. Implement internal controls to ensure Soldiers in a "Use or Lose" status are properly advised of their status. Reconcile 100% of all leave issues with the supporting finance element.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: Your unit is preparing for block leave.

DANGER
None

WARNING
None

CAUTION
None

Remarks: All required references and technical manuals not available online will be provided by the local command.

Notes: None

Performance Steps

1. Identify the commander's goals and objectives of the leave and pass program.
2. Establish unit leave and pass policies and procedures to include, but not limited to, special leave accrual, ordinary, convalescent, and emergency leave.
 - a. Communicate the commander's leave and pass program goals, objectives, and policy to subordinate commanders.
 - b. Publish DA Form 31 templates for leaves and passes.
 - c. Establish DA Form 31 submission criteria and timelines.
 - d. Establish routing and digital signature procedures.
 - e. Establish procedures for control numbers and finance processing.
3. Supervise the processing of leave and pass forms requiring battalion-level approval through the battalion chain of command channels.
4. Identify other leave requirements as specified by higher headquarters (Rest and Recuperation Leave, Release from Theater, Foreign Clearance Guide, etc.)
5. Supervise the accurate completion of the Leave Control Log (DA Form 4179-R).
6. Ensure that staff duty personnel can process departures and arrivals during non-duty hours.
 - a. Provide staff duty personnel with the organization's DA Forms 31 for departing Soldiers.
 - b. Provide the staff duty personnel the DA Form 647 (Personnel Register) and current leave procedures.
7. Supervise completion of leave forms upon Soldiers' return from chargeable leave.
8. Supervise the processing of error reconciliation on chargeable leave.
 - a. Review the reconciliation report, Unit Transmittal Letter (UTL), or Unit Commander's Finance Report (UCFR) from the Finance Office for discrepancies in chargeable leave.
 - b. Ensure S-1 personnel are trained on how to create a revised Leave Control Log entry when issues requiring reconciliation occur.
 - c. Post the date changes to the affected DA Form 31.
 - d. Route the revised DA Form 31 and the reconciliation memo to the Finance Office in a timely manner.
9. Monitor use or lose leave balances and ensure subordinate units have visibility on Soldiers' leave balances.
10. Ensure that special leave accrual requests are processed as required.

(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. Identified the commander's goals and objectives of the leave and pass program.			
2. Established unit leave and pass policies and procedures, to include, but not limited to, special leave accrual, ordinary, convalescent, and emergency leave.			
3. Supervised the processing of leave and pass forms requiring battalion-level approval through the battalion chain of command channels.			
4. Identified other leave requirements as specified by higher headquarters (Rest and Recuperation Leave, Release from Theater, Foreign Clearance Guide, etc.)			
5. Supervised the accurate completion of the Leave Control Log (DA Form 4179-R).			
6. Ensured that staff duty personnel could process departures and arrivals during non-duty hours.			
7. Supervised completion of leave forms upon Soldiers' return from chargeable leave.			
8. Supervised the processing of error reconciliation on chargeable leave.			
9. Monitored use or lose leave balances and ensured subordinate units had visibility on Soldiers' leave balances.			
10. Ensured that special leave accrual requests were processed as required.			

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	No	No
	DFAS FORM 702	Army/Air Force Leave and Earnings Statement (Active and Reserve Forces)	No	No

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 FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

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 : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42B - Human Resources Officer - LT	Officer	AOC: 42B, Rank: 2LT, Duty Pos: ACJ
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