



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 25TH INFANTRY DIVISION  
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SCHOFIELD BARRACKS, HI 96857-6000

APVG-CG

06 OCT 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division (25ID) Policy Letter # 12 – Leaves and Passes

1. References:

- a. Army Regulation (AR) 600-8-10, Leaves and Passes, June 2020.
- b. OPORD 253-20, 25th ID and United States Army Hawaii (USARHAW) COVID-Response, March 2020.
- c. United States Pacific Command Area of Responsibility Liberty Policy when Outside the United States and its Territories, September 2013.
- d. FRAGO 7 to Consolidated United States Indo-Pacific Command (INDOPACOM) Force Health Protection (FHP) Guidance – Baseline Supplement ISO USINDOPACOM EXORD P-963 response to 2019 COVID19, May 2022.
- e. Army Directive 2022-06, Parenthood, Pregnancy, and Postpartum, April 2022.

2. Applicability: This policy memorandum applies to all Soldiers assigned or attached to 25ID.

3. Intention: The purpose of this policy memo is to consolidate leave and pass guidance and reduce the administrative burden on Soldiers and Families for taking leave. Additionally, this memorandum rescinds any of the additional restrictions placed on leave and passes during COVID-19.

4. Policy: Judicious use of leave contributes to morale, our Soldier's performance, and career motivation. Therefore, commanders and supervisors will ensure maximum use of earned leave, minimize loss of unused leave, and provide Soldiers an opportunity to take one extended leave period each year of approximately 14 consecutive days, while managing operational and mission requirements. Subordinate commanders will not use the leave and pass approval processes as a tool to enforce and/or improve readiness metrics or require assigned personnel to provide supporting documentation beyond the requirements specified in this policy. Each Soldier is responsible for managing his/her leave throughout the year to support mission requirements and the loss of unused leave.

5. Specific Guidance by Leave Type:

a. Chargeable Leave. Annual leave, accrued leave, and ordinary leave are all categorized as chargeable leave. Unless stated otherwise in this policy, all leave requests will only consist of a signed DA Form 31 and the Soldier's most recent Leave and Earnings Statement (LES).

(1) Off island/CONUS. The approval authority for leave requests under 30 days to all continental U.S. (CONUS) locations or its territories is the first O-3 commander in a Soldier's chain of command. Battalion commanders are the approval authorities for all 30-60 day leave requests, and brigade commanders will approve all leave requests of 61 days or more.

(2) Foreign travel. Departures for foreign travel will not be authorized until the Soldier is fully cleared for travel. This includes coordination with their servicing S2 office, obtainment of foreign country clearances by using the DoD Foreign Clearance (<https://www.fcg.pentagon.mil/>), completion of digital isolated personnel report (ISOPREP), copy of flight itinerary, and trip information entered and approved by the Aircraft and Personnel Automated Clearance System (APACS). Soldiers traveling to U.S. possessions of Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, and Northern Mariana Islands do not require travel clearances unless their itinerary includes travel to a foreign country.

b. Emergency Leave. Soldiers may request emergency leave with or without American Red Cross verification. In lieu of a message, at a Commander's discretion, he/she may request verification from the American Red Cross or military activity nearest to the location of the emergency. Commanders should not disapprove emergency leave requests due to lack of an American Red Cross Message. Soldiers will submit a DA Form 31, most current LES, and loco parentis statement (if applicable). Approval authorities are the same as ordinary leave if the Soldier is not requesting use of government funds. In cases where Soldiers are requesting use of government funds for emergency leave travel, approval authority resides at the brigade commander/O-6 level. For emergency leave outside of the U.S and its territories, an approved travel clearance is required prior to emergency leave being granted.

c. Administrative Absence/Leave of Absence (formerly known as permissive temporary duty). Refer to AR 600-8-10 for a complete list of authorized administrative absences, approval authorities, and maximum authorized dates. The authority to approve a permissive leave request is the first O-5 commander in the Soldier's chain of command.

d. Military Parental Leave. All maternity convalescent leave, primary caregiver leave, and secondary leave will remain IAW AR 600-8-10 and Army Directive 2022-06.

e. Passes. The approval authority for all island/inter Hawaii Island passes is the first O-3 or higher commander in the Soldier's chain of command. Passes may not, under any circumstance, exceed four days. For all interisland special or regular passes,

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Soldiers will complete a DA Form 31. Commanders may require the use of a DA Form 31 for special passes, even if the Soldier will remain on island.

6. Proponent: The 25ID G1 is the proponent for this policy. Questions should be directed the 25ID G1 Office at 808-787-1803.



JOSEPH A. RYAN  
Major General, USA  
Commanding

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