ATCC-EEZ

13 July 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #11, Personnel Accountability and Leave Procedures

1. Reference.
   
   a. AR 600-8-6, Personnel Accounting and Strength Reporting, 01 April 2015
   
   b. AR 638-8, Army Casualty Program, 23 June 2015
   
   c. AR 600-8-10, Leaves and Passes, 15 February 2015
   
   d. DoD 7000.14-R, Finance Management Regulation, Volume 8, November 2015

2. Purpose. To establish the personnel accountability policy for Soldiers/Civilians assigned or attached.

3. Policy on Personnel Accountability:
   
   a. Accounting for personnel: Regulations require accountability for all personnel, military and civilian. Accountability determines an individual’s duty status, such as present for duty, on leave/pass, or even AWOL. Supervisors at all levels must account for Soldiers and civilians at all times. All personnel must be in a duty status (i.e. present for duty, on leave/pass, or AWOL). Scheduled breaks during the school year (i.e. spring and summer breaks) do not constitute free leave. All personnel will be present for duty or accounted for accordingly.

   b. If a Soldier’s duty status is unknown, a Line of Duty (LOD) investigation will be initiated to inquire into the facts surrounding any injury, disease, or death suffered by a Soldier.

   c. If a civilian’s duty status is unknown, all efforts are made to contact the individual or next of kin to determine their status. If the status is unknown the employee is carried as leave without pay until status is known.
4. Leave Procedures.

a. Procedures for Ordinary Leave:

(1) Submit all requests for ordinary leave to the Brigade S1, NLT 14 days prior to beginning date of requested leave. PMSs are hereby designated as the approval authority of all leave and passes 30 days or less. If driving to your leave locations and the distance is 250 miles or more you will be required to submit a Travel Risk Planning Systems (TRiPS) Assessment and a privately owned vehicle inspection. If traveling by other means, an itinerary of your travel plans must accompany your leave request. Prior to leave approval, all PMSs will ensure their Soldiers are medically deployable and a copy of medical deployability will be attached to the leave form prior to assigning a control number to their leave.

(2) All personnel will contact Brigade S1 at (210) 295-2039 to sign out or in from leave status. Leave a message with name, date and time of signing out or in from leave. If the cadre member decides not to go on leave, notify Brigade S1 within 24 hours of the change. Failure to comply with this paragraph will result in the cadre member being charged with the incorrect days of leave. All extensions of leave must be approved by the Commander/PMS and forwarded to Brigade S1.

(3) LEAVE EXTENSION. Should a conflict arise that require Soldiers to extend their leave or pass, the Soldier must notify his or her Commander/PMS who will notify the Brigade S1. The supervisor is the approval authority for any Leave Extensions. If the leave extension is approved, block 15 of the DA Form 31 will be completed and sent to the Brigade S1 within 24 hours.

(4) GS employees will submit OF 71 for approval and ATAAPs will be the system used for accountability.

(5) National Guard personnel will submit their leave form to his or her PMS or designated supervisor for approval. Once approved the PMS or designated supervisor will forward the leave form to the HRA for tracking purposes and return the form to the Soldier for processing with their National Guard unit. Sign in and sign out procedures will be established by the Professor of Military Science for accountability of their National Guard personnel.

b. Procedures for PCS Leave/Permissive TDY:

(1) When a cadre member is on assignment instructions, he/she will initiate his leave form NLT 30 days prior to his departure date.
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(2) In accordance with USACC policy, PCS Permissive TDY will be signed by the Brigade Commander.

c. Procedures for Transition Leave (Retirement, ETS, REFRA D):

Submit a complete DA Form 31 as part of the retirement application. The number of transition leave dates authorized is the number of days leave accrued as of the retirement date. The approval authority for all transition PTDY’s is the Brigade Commander.

d. Rules for Regular and Special Passes:

Soldiers are eligible for passes IAW AR 600-8-10. This command grants justified passes as a reward for hard work, dedication, and soldiering. Passes are not a right, but a privilege extended to Soldiers that have earned them.

e. Leave Outside of CONUS:

All OCONUS leave will be approved by the Brigade Commander. Soldiers taking leave outside CONUS must complete the anti-terrorism briefing online, and submit the completion notice and leave form to Brigade S3 NLT 45 days before the leave starts (excluding Alaska and Hawaii). You must contact the Brigade ATO/FP at 210-295-0428 for additional guidance. You must also complete and forward a 5th Brigade Force Protection Travel Plan, AT Level I Certificate of Completion, and a Country Information Brief from AT/FP.

5. All personnel will be given the opportunity to take accrued leave to the fullest extent possible.

6. Point of Contact for this memorandum is Mr. Willie Foreman (210) 295-0861 or willie.l.foreman.civ@mail.mil.

7. Post a copy of this policy on all bulletin boards.

CHRIS S. ALFREID
COL, AR
Commanding

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