19 AUG 2021

**Deadlines:** Submit ordinary leave paperwork at least 20 days in advance and OCONUS leave paperwork at least 60 days in advance. **If you apply late, you will be required to fill out a memo of lateness with an explanation.**

**For Leave and Passes to be processed you need**

* **DA31**
* **LES**
* **COVID Counseling**
* **MEDPROs Green or at least an appointment on file (if needed, ask SGT Danielson for status)**
* **Annual Mandatory training complete (if needed, ask SGT Danielson for status)**
* **\*\*Flight Itinerary**
* **\*\*\*POV Inspection if traveling anywhere other than your home address**

**\*\***Flight Itinerary required anytime SM is flying

**\*\*\***POV form is required if SM places a different address on DA31 other than home residence and is not flying. Vehicle must be inspected by another individual be it a peer/co-worker. They must at least be an NCO regardless of branch. POV is valid for 3 months.

1. Open “fillable DA31” obtained CCo, NCC website, or downloaded directly from Army Publications on AKO, and draft an email to your leave approver [Chelsea Younghans – PGY 3&4 or Katrina Wachter – PGY 1&2].
	1. You will need to fill out boxes 2, 3, 4, 5, 6(INCLUDE PHONE NUMBER!!!), 7, 8, 10a-b
	2. No need to fill out BOX 3 (SSN)
	3. Box 5 with today’s date
	4. Box 6 destination address (do NOT forget your telephone number!)
	5. Box 8 “chargeable” and the type of leave, usually “annual (ordinary) leave”
	6. Box 10 info will be found on your leave and earning statement, explained below
	7. Put the following information in box 7 of the DA31:

TRP CMD WRNMMC – C Co

8901 Rockville Pike

Bethesda, MD 20889

301-400-1390

* 1. DO NOT SIGN BOX 11 YET
	2. DO NOT FILL OUT ANY OTHER BOXES
1. Am I on call when I want to go on leave? Check the call schedule on Amion (Password: NCCPsych):
	1. Ensure you are not on call (or switch call with another resident and notify call chiefs).
	2. Screenshot the schedule and attach to a draft of the email addressed to the Army Deputy Chiefs [Katrina Wachter – PGY 1 & 2 or Chelsea Younghans – PGY 3 & 4]
2. Will my attending/work site/team care/chief/program approve of my leave dates?
	1. Email rotation’s direct supervisor for permission. Screen shot his or her approval email and attach to the email draft.
3. Are my trainings up to date?
	1. Complete trainings that are due.
	2. E-mail SSG Danielson (daniel.f.danielson.mil@mail.mil) to confirm that you are up-to-date and send any certificates that are due or missing.
4. Am I a “medically ready” soldier?
	1. AKO self service - my medical readiness
	2. Download IMR (individual medical readiness) sheet and attach to DA31 with “Attachments Menu” button.
5. Do I have leave available and can I prove it?
	1. Go to mypay.dfas.mil, log in and find your LES
	2. Download your LES (leave and earnings statement), and attach it to DA31 with “attachments menu” button… This is where you find out how much leave you have accrued
6. How am I traveling?
	1. Driving> 250 miles? You’ll need to fill out a TRIPS and POV inspection
	2. Any itinerary (flight/train/cruise ship/vespa) will need to be included: screenshot the information and attach it to the DA31 with “attachments menu” button

**Multiple Destinations in one DA31 request:**

For example, if SM is traveling from MD to AZ then AZ to HI, and then HI back to MD, then SM will place all of the addresses in Block 17 in the DA 31 under the “Remarks” section.  This section will be filled out just as it is filled out in Block 6. In addition to that information, SM will also list the dates showing the duration of each stay in each location.  Please send in all itinerary as it applies. If SM is driving to multiple locations then only one POV inspection is required but the DA31 will still need to reflect the multiple locations and duration of stay at each location.

For Example:

**Block 6**

54-155 Kahmehameha Hwy

Laie, HI 96762

240-474-3663

**Block 17**

1234 Easy St, Chandler, AZ 85225; 240-474-3663 (20 July -23 July)

54-155 Kahmehameha Hwy, Laie, HI 96762; 240-474-3663 (23 July – 11 Aug)

1. Am I done yet?
	1. Review the CCo Cover sheet and check off completion of all required supplemental attachments in Steps 5-7
	2. Attach cover sheet to DA31 with “Attachments Menu” button.
2. DA31 time!
	1. The following should’ve been attached to the DA31 via the “attachments menu” on adobe:
		1. CCo Cover Sheet and COVID assessment form
		2. LES
		3. IMR
		4. Travel itinerary (If >250 miles or OCONUS)
			1. TRiPS and personally-owned vehicle inspection, if applicable
			2. Flight itinerary, if applicable
			3. Bus/cruise/train itinerary
	2. Complete DA31and proofread it. Check for all attachments as described above
	3. Sign DA31
	4. Attach it to the email draft you opened for steps 1 and 2
3. “Oh no! I’m supposed to submit my DA31, 60 days in advance for OCONUS leave and 20 days in advance for regular leave and I’m late!” Complete letter of lateness, save it as a PDF, sign it, then send it in the email.
4. Send the whole packet to Katrina Wachter (PGY 1 & 2) or Chelsea Younghans (PGY 3 & 4)
5. Katrina or Chelsea will sign your DA31 and forward it to Command (SSG Danielson).

**When your leave is approved:** Add it to Medhub <http://www.medhub.com/medhub-login/> and double check Amion to ensure that the Chiefs have updated your leave dates on the Amion schedule.

**For Passes:**

Request for passes can only be made once a month/full pay period. Regular passes are for up to 3 days and Special Passes are for 4 days. All the above steps must be done, but on the DA 31 form in Box 8 select “non-chargeable” as the form of leave.

Ex. If Monday is a holiday, you can take a 3 day pass starting Friday and not lose any military leave for the 4 day wknd (still counts against GME leave as away from program for that Friday).

**IAW AR 600-8-10**

DA Form 31 may be used to request a special pass for 4 days.

1. Leave and pass will not be conducted on the same DA31
2. Local commands may require use of the DA31 for special passes, even if Soldier will remain in the vicinity of their normal duty station.
3. Unit commander or approved designee is the approval authority for special pass.

**Reasons to grant a special pass (4 day)**

* Special recognition for exceptional performance of duty
* Attend spiritual retreats or observances of other major religious events requiring the Soldier to be continuously absent from work or duty.
* Exercise voting responsibilities of citizenship
* Alleviate personal problems incident to military service
* As compensatory time off—
* For long and arduous deployment from home station
* For duty in isolated location where regular pass is inadequate
* Following periods of continuous duty or excessive duration
* For Soldiers on duty during Federal holiday. Such time off will be granted the first duty day after the holiday (including the observed day) except in unusual circumstances.

NOTE: whatever leave you have accumulated BEYOND 30-40 days by end of the FY (Oct 31) you will lose that leave. Use passes intermittently. The policy will change as COVID numbers reduce.

**Additional requirements for OCONUS leave:**

1. Communicate with HHC or C Company early (recommend 3 months out) to determine how much time will be needed to process your leave.

2. ISOPREP: Go to Medical Photography and get pictures taken and saved to a disk for ISOPREP. If you tell them you need ISOPREP Photos they know what to do. Take the disc to Personnel Readiness (Bldg 17, 1st Floor, make a Right after entering the building and head down the hallway. Just prior to MPD there are a set of cubicles that is it) you can fill out the ISOPREP right then and there and are done. Our company also required some proof that we had completed the ISOPREP, the POC who can help you with this is Mr. Werner at (301) 319-4899, Security Clearance Section

3. Online SERE training: Available on http://jko.jten.mil/. This takes at least several hours to complete.

4. Country Clearance: Check for the country requirements at

https://www.fcg.pentagon.mil/fcg.cfm

5. APACS: Log on to https://apacs.dtic.mil/apacs/ and fill this out; it will end up giving you a number that you will transcribe onto your leave form

6. Other online training: AT-1, Combatting Trafficking in Persons