



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
BRAVO BATTERY, 1ST BATTALION, 30TH FIELD ARTILLERY
756 NW MCNAIR AVENUE
FORT SILL, OK 73503-9015

ATSF-BFB

03 January 2010

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #4, Leaves and Passes for Officer Students

1. Leave and passes will be granted IAW Army Policy as established in AR 635-5. The following additional guidance is provided:
2. Pass/Leave is not a right to which one is entitled, but a privilege to be rewarded to deserving soldiers. All personnel who desire a Pass or Leave must submit a Pass/Leave request form to the battery no later than 14 days prior to beginning of the Pass/Leave period or 21 days for TDY Pass/Leave. The Pass/Leave request form will be typed out completely and correctly, failure to do so will result in denial of Pass/Leave request for not meeting required suspense. If the Pass/Leave is denied for this reason the soldier has 72 hours to fix the discrepancies and return the Pass/Leave request to the 1SG; failure to do so will result in automatic denial of Pass/Leave. The only exceptions to this policy are case by case situations that will be determined by the battery commander or First Sergeant. All personnel must be on pass or leave if they go beyond a **250** mile radius of Lawton/Fort Sill, OK.
3. PASS. Passes will only be authorized for students on extended (three or four day) weekends. I will not authorize a pass for anyone failing the APFT, failing weight standards, needing to retest an exam, earning a cumulative/module average in the BOLC B course less than 70%, having received two or more negative counselings (for the duration of the course), or having a debt of 45 days or more for BOQ lodging.
4. LEAVE. Students will generally take leave only during extended holidays (such as Christmas), when they are going to be gone for over four days, if they are flagged, or if they must miss class. If a student needs to miss a class for a particular reason, he must seek approval from the instructor and battery commander by filling out a "Request for Instructional Period of Absence" form.
5. All students will sign out and in on a DA Form 31 and the Battery Leave/Pass Log for leave. **If a soldier is driving more than 300 miles he/she must sign out and leave NLT 1800hrs or postpone his/her departure until the next morning.** During normal duty hours, officer students will sign out/in at the battery orderly room. After duty hours, officer students will report to the staff duty officer in Snow Hall to sign out AND to sign in.
6. It is the responsibility of the Platoon Leaders and Class Leader to understand the Pass/Leave Request Policy to ensure packets are turned-in with the appropriate documentation and on time to the Cadre.
7. Students must have a Gunnery and Fire Support Instructor approval prior to submitting Pass/Leave Request to the battery. Failure to do so will result in denial of Pass/Leave privileges.
8. Students will not be authorized any more than ten days of advance leave when they PCS from FABOLC B.
9. Point of contact for this memorandum is the undersigned at 580-442-3124.

\\ORIGINAL SIGNED\\

DANIEL R. HUDALLA
CPT, FA
Commanding