



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 1ST BATTALION, 62ND AIR DEFENSE ARTILLERY
BUILDING 282, BATTALION AVENUE
FORT HOOD, TEXAS 76544-5000

AFVL-LRB-BC

18 October 2011

MEMORANDUM FOR 1-62nd ADA Battalion Soldiers and Civilians

SUBJECT: Command Policy Letter #6, Leave and Pass

1. Reference AR 600-8-10 Leaves and Passes, 15 February 2006.
2. All leaves, passes, and permissive TDY requests (PTDY) will be submitted with a completed DA31, the battalion leave and pass request packet to include a pre-trip safety checklist, a signed safety pledge, a completed vehicle POV safety inspection (if driving), an Army Safety Center TRiPS assessment (if driving), a listing of pre-determined accommodations (e.g. hotel reservation, family or friends along the way, rest areas, etc...) if driving more than 500 miles, and itinerary (if flying).
3. Approval Authority:
 - a. Leave and / or pass less than 30 days: Battery Commander.
 - b. Convalescent leave less than 30 days: Battalion Commander
 - c. Permissive TDY: Battalion Commander
 - d. Leave more than 30 days: Battalion Commander
 - e. Advanced leave more than 10 days: Battalion Commander
 - f. OCONUS / Travel to Mexico: III Corps G1
4. Passes. A pass is required if a Soldier is traveling more than 250 miles from Fort Hood. 4-day passes will be taken in conjunction with weekends and holidays, but not be taken in conjunction with leave.
5. This supersedes Battalion Policy Letter #6, dated 25 March 2009. Post this policy on unit bulletin boards and ensure it is understood by every member of this command.

AFVL-LRB-BC

SUBJECT: Command Policy Letter #6, Leave and Pass Policy

6. Point of contact for this memorandum is the undersigned at (254) 286-6900

Nitimur in Alta . . . We Aim at High Things!

AARON J. ROTH
LTC, AD
Commanding