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NGNV-ARC-CS

01 February 2016

MEMORANDUM FOR All Units and Activities Nevada Army National Guard (NVARNG)

SUBJECT: Nevada Army National Guard (NVARNG) and Full-Time National Guard Duty (FTNGD) Leave/ Pass Guidance

1. References:

- a. AR 600-8-10 Leaves and Passes, 15 February 2006.
- b. DoDI 1327.06 Leave and Liberty Policy and Procedures, 16 June 2009.
- c. NGR 600-5, The Active Guard Reserve (AGR) Program Title 32, Full Time National Guard Duty (FTNGD) Management, 21 September 2015.
- d. ALARACT 062/2009, Army Guidance for Paternity Leave, 10 March 2009.
- e. DTM 16-002, DoD –Wide Changes to Maternity Leave, 5 February 2016.
- f. NGNV Memorandum, Leave Usage by NVARNG FTNGD Personnel, 17 July 2015

2. Purpose: To provide clear guidance regarding leave and pass procedures, assure compliance with applicable regulations and enhance the safety and accountability of active duty personnel within the organization.

3. Effective Date: 1 February 2016

4. Applicability: This policy letter applies to members of the Nevada Army National Guard serving on active duty, which includes AGR and Soldiers on Full-Time National Guard Duty (FTNGD).

5. The Army Chief of Staff's Intent:

a. Leave and passes are privileges that must be approved by the unit commander, battalion/brigade administrative officers (AOs), or directorate. Commanders, directorates, and AOs must execute equitable and consistent programs to ensure our Soldiers get the time off they deserve, while meeting mission and regulatory requirements.

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b. Safety is a major concern in this area. To this end, commanders, directorates and AOs will ensure that there is a safe travel plan in place before members of their units are approved to depart on leave or pass. The Soldier's supervisory chain is responsible for making sure that this plan is in place. Privately Owned Vehicle (POV) travels will utilize TRiPS: Travel Risk Planning System (<https://trips.safety.army.mil/>) for safety assessments. Approval of leave and/or pass will in part be conditional on having an agreed upon, viable plan. Leaders must ensure that individuals are not trying to stretch the limits of what is reasonable by planning to drive excessively far distances without proper rest, by operating an unsafe vehicle or by doing anything else that may result in them getting into an accident.

c. POV inspections will be conducted at a minimum once a year. Commanders, directorates, and AOs will track and report the completion of inspections to the AGR Branch. A copy of the inspection can be located at <http://www.wsmr.army.mil/PDF/povinspection.PDF>.

## 6. Policy:

a. During normal duty days, all Soldiers will either be present for duty or in a leave/ pass status as part of the commander's normal leave program.

b. In accordance with AR 600-8-10 paragraph 5-27, leave and pass begins and terminates at the duty location, or at the location from where Soldier normally commutes to duty before leave begins.

c. In accordance with AR 600-8-10 para 4-1c, supervisors will not approve two separate leave dates that surround non-duty days. Supervisors may approve one leave that includes the non-duty days. For example, a member cannot submit a separate leave request for the day prior to a holiday and a separate leave request for the day following a holiday in order to be charged with only two days of leave rather than three. The same rule applies for taking a Friday and a Monday as only two days of leave rather than four.

d. Accrued Leave: Leave is earned at a rate of 2.5 calendar days for each month of service and credited to the Soldier's leave account. Accrued leave is also referred to as "earned leave." Note: The account balance of accrued leave must be reduced to 60 days at the end of the fiscal year.

e. Annual Leave: Leave granted in execution of a commander's leave program, chargeable to the Soldier's leave account. This is also referred to as "ordinary or regular leave."

f. Chargeable Leave: Leave of absence deductible from a Soldier's leave balance.

g. Convalescent Leave:

(1) In order to be in a convalescent leave status, Soldiers must be on a profile for the applicable injury or condition and have a recommendation from their provider that outlines a finite period of time until the Soldier is able to return to limited duty.

(2) For convalescent leave other than pregnancy:

(a) Unit commanders, directorates, and AOs may approve up to 30 days of convalescent leave requests for 30 days or more require approval from NGB. Requests will be sent to the Deputy State Surgeon's Office with a copy to the AGR branch. Please give the AGR Branch situational awareness of convalescent leave requests for 15 days or more.

(b) When requesting convalescent leave, all relevant medical documentation from the treating provider must be submitted to the Deputy State Surgeon's Office. This documentation must include a recommendation of convalescent leave from the civilian provider. This information will be used to substantiate the convalescent leave request and/or adjust the profile.

(c) Requests for convalescent leave for more than 30 days must be accompanied by a memorandum from their commander, directorate, or AO. Two DA Form 31s will be initiated if a Soldier is requesting more than 30 days of convalescent leave. The first will cover the initial 30 days approved by the commander; the second will be for the remaining leave time requested. In all but emergency situations, both the leave requests and all medical documentation will be forwarded to the Deputy State Surgeon's Office before the convalescent leave begins.

(3) For convalescent leave for normal pregnancy and childbirth:

(a) Convalescent leave will be for a period of up to 84 days (12 Weeks).

(b) Ordinary leave can be used in conjunction with convalescent leave.

(4) The paternity leave policy is covered in ALARACT 062/2009, Army Guidance for Paternity Leave dated 10 March 2009. Paternity leave is only authorized for a married Soldier on active duty. Paternity leave is a non-chargeable administrative absence of not more than 10 days, and must be taken within 45 days after the birth of a child. This does not apply to short tour (29 days or less) FTNGD.

h. Transitional leave for AGR Soldiers must be coordinated through the AGR Branch. This will ensure that proper end of tour payment and retirement or separation transition occurs.

i. FTNGD personnel will use all accrued leave prior to their order end date. Soldiers in an FTNGD status are not authorized to sell back any leave they have accrued during their tour.

j. Emergency Leave: Leave granted because of an emergency (personal or Family) that requires the Soldier's presence. Swift and sensitive action on emergency leave requests is essential. Emergency leave is chargeable leave and will be approved by the commander, directorate, or AO in accordance with Chapter 6, AR 600-8-10.

## 7. Regular and Special Passes:

a. Regular Pass – Regular pass periods shall not exceed three days and begins/ terminates at the duty location or where the Soldier normally commutes to duty before leave begins. Regular passes shall normally be from the end of normal duty hours on the first day to the beginning of normal duty hours on the following workday. On weekends, regular passes shall extend from the end of normal duty hours on Friday until the beginning of normal duty hours on the following workday. The only occasion where a regular pass may be four days is when a Federal holiday falls on a scheduled day off and in lieu of a day off has been authorized.

b. Special Pass – Special passes may not be used in combination with regular passes or holidays. Furthermore, special passes may not under any circumstances exceed four days. Special passes may be taken in conjunction with leave without a duty day between the pass and leave periods.

c. Passes will not be granted in succession. For example, a three-day special pass may not begin during or immediately following a regular pass.

d. Mileage Pass: Required pass for Soldiers traveling more than 4 hours one way (8 hour radius) from their duty station during pass or off duty periods. Please see Paragraph 10 below for an example.

e. Permissive Temporary Duty (PTDY): Administrative absences authorized to attend or participate in activities of an official nature to benefit the mission of the Department of Defense. PTDY includes, but is not limited to, absences to facilitate transition into civilian life for house and job-hunting for Soldiers being involuntarily separated under honorable conditions or retiring from active duty. PTDY can be used in conjunction with a PCS move and is non-chargeable leave. Reference DODI 1327.06, para 6, and AR 600-8-10, paras 5-31 and 5-32, for additional PTDY authorizations.

f. Quarters (Sick-in-quarters): A period of authorized absence where a Soldier is excused from duty for medical treatment or medically directed self-treatment, in home, barracks, or other non-hospital facilities and is likely to return to duty within 72 hours. Quarters is a non-chargeable absence. Medical documentation is required for absences greater than 72 hours (3 days).

8. Soldiers desiring to travel outside the local area (defined below) during periods when they are off duty must be on an approved pass or leave and have a travel plan per paragraph 10 below.

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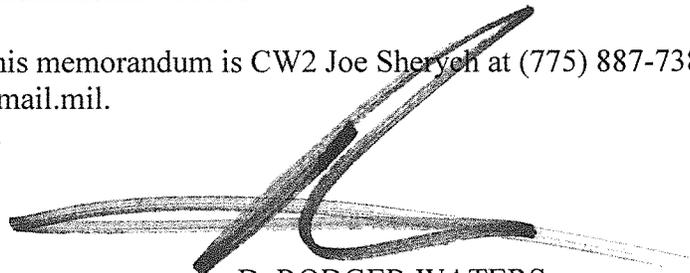
9. Leave and pass requests will follow the published Nevada Army National Guard Reserve (NVARNG) and Full-Time National Guard Duty (FTNGD) Leave Process memorandum. Recall safety requirements for passes and leaves are as follows:

a. Travel up to six hours from duty station while on pass. Soldiers in the ranks of Private – Sergeant First Class, Lieutenant- Major, and Warrant Officer One- Chief Warrant Officer Three will complete a safety assessment of their travel at <https://safety.army.mil/> (TRiPS: Travel Risk Planning System). Soldiers will provide the assessment to their first line supervisor, which will give them basic information about their travel plans. The first line supervisor will review the TRiPS assessment and digitally sign the request to verify that the Soldier has a safe travel plan in place. The first line supervisor will also give a comprehensive pre-departure safety brief no later than the last duty day prior to the start of the leave/pass.

b. Soldiers are encouraged not to travel over six hours one way while on a pass; these requests will be approved on a case-by-case basis by the first line supervisor based on mission recall requirements.

c. Travel while on leave. No time or distance restrictions will be placed upon approved leave requests. However, Soldiers will be physically present in the local area (defined as on post, duty station, or in the location from which the Soldiers regularly commutes to duty) at the beginning and ending of leave. Soldiers are required to submit an approved TRiPS plan to their approving supervisor if traveling more than six hours from home station. Failure to comply with this requirement will result in administrative action.

10. The point of contact for this memorandum is CW2 Joe Sherych at (775) 887-7384 or by email at [joseph.sherych.mil@mail.mil](mailto:joseph.sherych.mil@mail.mil).



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