



DEPARTMENT OF THE ARMY
ANNISTON ARMY DEPOT
7 FRANKFORD AVENUE
ANNISTON, ALABAMA 36201-4199

REVISED

AMSTA-AN-CO

20 November 2001

POLICY STATEMENT NO. 33

SUBJECT: Leave and Pass Policy for Military Personnel

1. Reference AR 600-8-10, 1 July 1994, Leave and Passes.
2. This policy statement establishes Anniston Army Depot Leave and Pass Policy for all military personnel, assigned or attached.
3. The Commander or his designated representative is the approving authority for all leave and passes.
4. Supervisors will ensure military personnel are allowed to use a maximum of 30 days of leave per year. All military personnel will have the opportunity to take at least one extended period of leave per year (14 days or longer). The maximum of 60 days is authorized to carry-over at the end of each fiscal year.
5. Military personal will make every effort to minimize the loss of accrued leave. If it appears a soldier will lose leave by 1 September 19xx, the supervisors will submit a memorandum to the Commander explaining why.
6. Consecutive leave requests for the purpose of avoiding use of leave on weekends will not be approved.
7. Passes are considered a privilege and are awarded for many reasons; the most common being outstanding performance, compensatory time, and after long absences due to deployment, TDY or field exercises. The two types of special passes are:
 - a. 3-day pass: Recommended by the supervisor then forwarded to the Depot Sergeant Major. A 3-day pass begins at the end of normal duty hours and terminates at the start of normal duty hours on the fourth day (i.e. depart Friday evening after duty hours and return in time for normal duty hours Tuesday morning; depart Monday evening after work and return in time for duty Friday morning).

b. 4-day pass: Recommended by the supervisor then forwarded to the Depot Sergeant Major. A 4-day pass starts at the end of normal duty hours and terminates at the start of normal duty hours on the fifth day. A 4-day pass must include at least 2 consecutive nonduty days (i.e. depart on Friday evening after duty hours and return in time for start of duty on Wednesday morning; or depart on Wednesday evening after duty hours and return in time for duty on Monday morning).

8. Regular passes will not be granted in succession. Regular passes may be granted in conjunction with leave or holidays. A leave or pass will begin and terminate at the location from where soldier normally commutes to day before a pass or leave begins.
9. All leave and pass requests will be submitted to the Sergeant Major a minimum of 5 working days prior to the start of the leave or pass.
10. Request for emergency leave will be handled on a case by case basis.
11. Only 5% of the CSDF Unit can go on leave or pass at any given time.
12. This supersedes Policy Statement #33, dated 19 November 1997.

GERALD BATES, JR.
COLONEL, OD
COMMANDING

DISTRIBUTION:
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