

PASS AND LEAVE INSTRUCTIONS

- All personnel must complete POV Inspections and Safety Contracts on the 1st day of class, regardless of travel plans.
- POV inspections must be updated every 90 days and/or one month prior to graduation

Pass Requests 50-200 miles from Ft. Jackson:

- Complete Student Pass Form

Pass Requests over 200 miles from Ft. Jackson:

- Complete DA Form 31 (All DA 31s must be typed. Use the form available at <http://www.army.mil/usapa/eforms/>)
- If driving, complete and attach online POV risk assessment
- If flying, print and attach a copy of your flight itinerary

***Note: Maximum driving distance is 300 miles one way for 2-day weekends and 600 miles one way for 3- or 4-day weekends.**

Requests for Leave:

- Complete DA Form 31 (All DA 31s must be typed. Use the form available at <http://www.army.mil/usapa/eforms/>)
- Attach the most recent copy of your LES to the DA 31
- If driving, complete and attach online POV risk assessment
- If flying, print and attach a copy of your flight itinerary
- **For PCS Leave and/or PTDY** – Attach your PCS orders, a new POV inspection, and Safety Contract
- **For HRAP** – Attach acceptance MFR from the recruiting station
- **For OCONUS** – Attach 4187 and AT Level 1 Training Certificate, and complete threat briefing

***Note: Any requests for leave over 30 days, advanced leave over 7 days, PCS Leave, OCONUS leave, PTDY, or HRAP must be signed by the Battalion Commander**