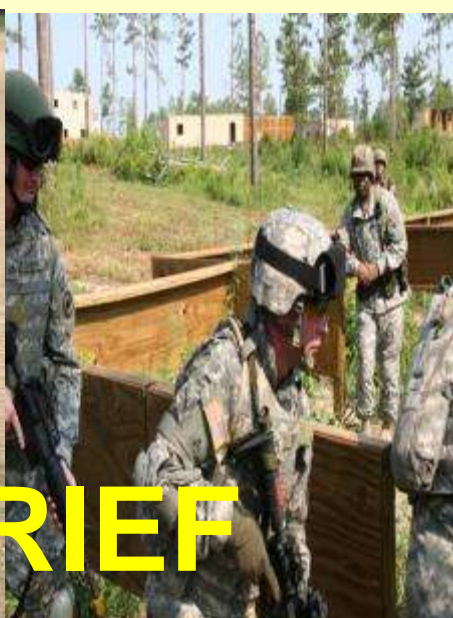
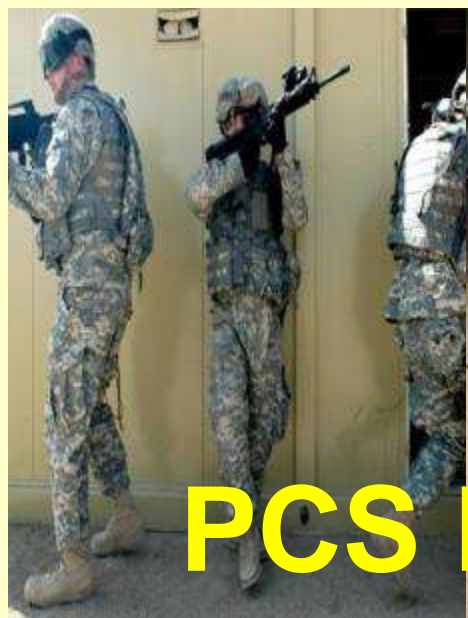




# ALPHA COMPANY



# TRAINING SUPPORT BATTALION



# PCS LEAVE BRIEF



**ACTIVE DUTY OFFICERS  
(INCLUDING AGR)**

U.S. ARMY

SAVE
SAVE AS
PRINT
EMAIL

Attach External File(s) ▾
NEXT >>

<p align="center"><b>REQUEST AND AUTHORITY FOR LEAVE</b></p> <p>This form is subject to the Privacy Act of 1974. For use of this form, see AR 600-8-10. The proponent agency is DCS, G-1. (See instructions on reverse.)</p>	<p>1. CONTROL NUMBER</p>
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**PART I**

2. NAME (Last, First, Middle Initial)	3. SSN	4. RANK	5. DATE
6. LEAVE ADDRESS (Street, City, State, ZIP Code and Phone No.)	7. TYPE OF LEAVE <input type="checkbox"/> ORDINARY <input type="checkbox"/> EMERGENCY <input type="checkbox"/> PERMISSIVE TDY <input type="checkbox"/> OTHER		8. ORGN, STATION, AND PHONE NO. A Co, TSB, 10000 Hampton Parkway Fort Jackson, SC 29207 (803) 751-8141

9. NUMBER DAYS LEAVE				10. DATES	
a. ACCRUED	b. REQUESTED	c. ADVANCED NA	d. EXCESS NA	a. FROM	b. TO

11. SIGNATURE OF REQUESTOR	12. SUPERVISOR RECOMMENDATION/SIGNATURE APPROVAL    DISAPPROVAL	13. SIGNATURE AND TITLE OF APPROVING AUTHORITY
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14. DEPARTURE		
a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF DEPARTURE AUTHORITY

15. EXTENSION		
a. NUMBER DAYS	b. DATE APPROVED	c. NAME/TITLE/SIGNATURE OF APPROVAL AUTHORITY

16. RETURN		
a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF RETURN AUTHORITY

17. REMARKS

Chargeable leave is from \_\_\_\_\_ Date to \_\_\_\_\_ Date

**PART II - EMERGENCY LEAVE TRANSPORTATION AND TRAVEL**

18. You are authorized to proceed on official travel in connection with emergency leave and upon completion of your leave and travel will return to home station (or location) designated by military orders. You are directed to report to the Aerial Port of Embarkation (APOE) for onward movement to the authorized international airport designated in your travel documents. All additional travel is chargeable to leave. Do not depart the installation without reservations or tickets for authorized space required transportation. File a no-pay travel voucher with a copy of your travel documents or boarding pass within 5 working days after your return. Submit request for leave extension to your commander. The American Red Cross can assist you in notifying your commander of your request for extension of leave.

19. INSTRUCTIONS FOR SCHEDULING RETURN TRANSPORTATION:

For return military travel reservations in CONUS call the MAC Passenger Reservation Center (PRC):

# DOCUMENTS NEEDED TO COMPLETE PACKET

## DA 31 Attachments

### Regular PCS:

One copy of orders to include amendments & TDY Orders

LES

Flight Itinerary

TRIPS (<https://safety.army.mil/>)

POV Inspection

Safety Contract

Note:

If you select PTDY a statement will be generated in the remarks section of the leave form (BLOCK 17). However you must annotate which days are Ordinary leave and which are PTDY.

### PCSing overseas (NOT INCLUDING US Territories):

Documents for Regular PCS

DA Form 4187

Anti-terrorism Level 1 Certificate (<https://atlevel1.dtic.mil/at/> )

### Blackbird Request form:

For those individuals without orders or awaiting a School en route to PCS Location

# DOCUMENTS NEEDED TO COMPLETE PACKET

## DA 31 Attachments

### HRAP

Documents for Regular PCS

HRAP Memo

Note:

(1) Memo needs to be signed by the active duty Station Commander of the active duty recruiting station at which you plan to conduct HRAP duties, and the Battalion Executive Officer (XO) for that active duty station. (see example (Student S-1))

(2) Include this statement in BLOCK 17 (Remarks) of the leave form: **I read and understand the statement in Table 5-16, step 3 in AR 600-8-10. (Initials JAD). Approved HRAP Dates: DD/MM/YR – DD/MM/YR. Recruiting CMD Signature\_\_\_\_\_.**

**A Co CDR telephone: 803-751-8188**

# ADMIN NOTES (PTDY)

(1) Soldier is authorized to take PTDY for house hunting for CONUS assignments:

- a. en route together with leave and travel
- b. after arriving at gaining station

(2) The BN CDR will authorize up to 10 Days PTDY for House Hunting

(3) The gaining command Overseas (OCONUS) has approval authority for PTDY.

(4) **Soldier must report to the gaining on-post housing office prior to starting house hunting. Failure to do so will result in Soldier being charged leave for entire period.**

(5) Refer to AR 600-8-10 Para 5-32 for additional information



**RESERVE  
&  
NATIONAL GUARD  
OFFICERS**

**(NOT INCLUDING AGR)**

# Documents needed for Signing out:

Certificate of Performance

Leave Statement Certification (**Attach Leave form if applicable**)

Itinerary

TRIPS

POV Inspection

Safety Contract



# INDIVIDUAL ACTIVE DUTY CERTIFICATE OF PERFORMANCE

(SEE AHRC FORM 3925 FOR INFORMATION ON BASE PAY AND ALLOWANCES.)

## DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** U.S. Code, Title 37, Section 101 and following.  
**PRINCIPAL PURPOSE:** To certify duty performed as ordered for compensation IAW DOD 7000-14-R, Vol 7A1 and Internal controls as a Reserve Component soldier.  
**ROUTINE USE:** To specify and certify as correct the performance of duty.  
**EFFECT OF FAILURE TO PROVIDE REQUESTED INFORMATION:** Failure to disclose the requested information may delay the payment of compensation.

## CERTIFICATION PROCEDURES

If Soldier is:

then submit:

Performing individual AT/ADT/ADSW of less than 30 days

A Certificate of Performance (AHRC Form 3924) on the last duty day or no later than 5 days after duty performance to the Pay Processing Office cited in your order.  
TPU members file through unit administrator.

Performing individual AT/ADT/ADSW of 30 days or more

A Certificate of Performance (AHRC Form 3924) monthly to arrive at the Pay Processing Office cited in your order NLT the 10th of the month following each month of duty.  
A final certificate of performance is required NLT 5 days after tour completion.

Date 31 JUL 10

I certify that 2LT JANE A. DOE 987-56-0321  
RANK NAME SSN

completed 84 days of the active duty period specified in order #T - 04-023575

HQ, U.S. Army Human Resources Command - St. Louis, dated 13 MAY 10

Inclusive dates of duty performed are 9 JUN 10 to 31 AUG 10 (including travel).

Soldier's Signature Jane A. Doe Date DATE OF SIGNATURE

**THE CERTIFYING OFFICIAL MUST HAVE PERSONAL KNOWLEDGE OR DOCUMENTATION SUPPORTING THE FACT THAT THE DUTY WAS SATISFACTORILY PERFORMED.**

SIGNATURE OF CERTIFYING OFFICIAL

**COMMANDER SIGNS HERE**

RANK BRANCH OF SERVICE

**CPT** **AG**

TITLE

**COMMANDER**

TELEPHONE NUMBER

DSN: **734-8188** COMMERCIAL: **803-751-8188**

## PENALTY

The penalty for willfully making a false claim is: A maximum fine of \$10,000 or maximum imprisonment of 5 years or both. (U. S. Code, Title 18, Sec 287).

DEFENSE MILITARY PAY OFFICE

DFAS-IN/EM-MB

MEMORANDUM FOR RECORD

SUBJECT: Leave Statement Certification

THIS IS YOUR UNIT OF ASSIGNMENT

DOE, JANE A.  
PRINT NAME

987- 56-0321  
SSN

2LT  
RANK

48<sup>TH</sup> BDE (NG)  
ORIGINAL UNIT

DA 31 Chargeable Dates

From \_\_\_\_\_ To \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

I (certify I) did not take any leave.

I request transition leave for days accrued. \_\_\_\_\_ # of days accrued

I request to cash-in leave for days accrued. 7 # of days accrued

*I certify that this payment will not cause me to be paid for more than 60 days of accrued leave in my military career since February 10, 1976. (Period includes time as a member in the regular army and as a member in the Reserve components.) I understand that any overpayment (days exceeding the 60 day limitations) may be subsequently collected or repaid.*

I request to transfer my accrued leave from RC to AC account.

Jane A. Doe  
SIGNATURE Service Member

DATE OF SIGNATURE  
DATE

COMMANDER SIGNS HERE  
SIGNATURE Commander

DATE OF SIGNATURE  
DATE

# ADMIN NOTES FOR ALL OFFICERS

## Signing Out

The day before or the day of graduation, the Student S1 will pick up student files (personnel records) and a blank DA Form 647 from the Alpha Company Orderly Room. The Student S1 will pass out all folders to the students and have all students sign out on the DA Form 647. The Student S1 will turn in the S1 book and the completed DA Form 647 to A CO before leaving the area after graduation.

Your **Student Advisor** will sign out all **Active Duty Soldiers on their DA Form 31**. If Active Duty Soldiers are signing out **after duty hours**, they will sign out at the Staff Duty desk (SSI Bldg 10K) in uniform or in civilian clothes.

**\*\*Make sure you take the Original DA 31 packet (NOT A COPY) with you to your follow on assignment; DO NOT let the staff duty officer or NCO keep your PCS Leave packet.**

Once Reserve or National Guard Soldiers sign out on the 647 the day before or the day of graduation, they **DO NOT** have to sign out anywhere else after graduation.

# QUESTIONS