DEPARTMENT OF THE ARMY
HEADQUARTERS, TRAINING SUPPORT BATTALION
3360 EARLY STREET
FORT JACKSON, SOUTH CAROLINA 29207-7025

REPLY TO ATTENTION OF

ATSG-SB

12 July 2010

MEMORANDUM FOR All Training Support Battalion (TSB) Personnel

SUBJECT: Policy Memorandum # 13 – Victory Block Leave and Pass Policy

1. This memorandum establishes guidance and policy for submission of pass and leave requests during the holiday period, including four day weekends. The primary purpose is force protection during travel while ensuring accountability of all Soldiers. All Soldiers will conduct a risk assessment using the Travel Risk Planning System (TRiPS) website. The risk assessment, signed by the Soldier and their supervisor, will be enclosed with the leave and/or pass request and a copy maintained on file IAW Army Records Information Management System (ARIMS).

2. A loss by accident is an unacceptable obstacle to mission, readiness, morale and resources. Commanders and leaders at every level will conduct safety briefings and vehicle inspections before releasing Soldiers for the holidays or long weekends. While the focus is on privately owned vehicles, including motorcycles and ATVs, safety briefings will also include winter sports, hot weather injuries, cold weather injuries, and fire prevention. First line supervisors and cadre will augment the safety briefings by conducting face to face counseling with each of their Soldiers prior to their release. Counseling will address route and rest plan, wearing seat belts, driving sober and obeying all traffic laws. A sample safety contract is enclosed to facilitate the counseling session.

3. Soldiers will continue to follow the leaves and pass procedures outlined in the TSB Policy Memorandum # 6: Leave/Permissive Temporary Duty Processing and Control dated 10 July 2008, to process their requests. Pursuant to AR 600-8-10, Leaves and Passes, Soldiers may be permitted to take a regular pass together with leave as long as the pass/leave meets the following guidelines:

a. Pass begins and terminates on post, at the duty location, or at the location from where Soldier normally commutes to duty before a pass begins.

b. Leave begins and terminates on post, at the duty location, or location from where Soldier normally commutes to duty before leave begins.

c. Soldiers must be physically present in the local area at the beginning and ending of the approved pass period prior to signing out on leave. A regular pass period includes official holidays such as Christmas and New Year. The local area consists of the Installation/post, duty location or the Soldier's place of residence.

Example: Soldier has an approved four-day pass for Myrtle Beach, SC, from 24-27 Dec 09; and, regular leave for Houston, TX, from 28 Dec 09 to 2 Jan 10. Soldier will sign out on the four-day pass at their duty station on Thursday, 24 Dec 09 to go to Myrtle Beach, SC, and signs back in on Sunday, 27 Dec 09 upon returning to their duty station. Soldier then signs out on leave Monday morning, 28 Dec 09, to travel to Houston, TX, and signs back in on 3 Jan 10, again when physically at their duty station.

4. Canceling leave at the last minute to avoid pulling duty while on block leave will not be tolerated. All cancelations will go through the Battalion Commander and Command Sergeant Major for approval. If not approved you will still be charged leave. Failure to sign in and off leave will result in you being charged your entire leave period.

5. An updated DD 93 is required before anybody signs out on block leave; Your DD 93 expires on your birthday. If your birthday falls within the dates for Victory Block Leave you must complete an updated copy prior to going on leave.

6. Holidays are especially dangerous times on our roads and highways. Be smart and plan - power driving to get somewhere sooner can end in deadly results. Remember accident prevention and mission effectiveness are inseparable!

7. ***One Team, One Mission!***

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SULA L. IRISH
LTC, AG
Commanding