



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
CARL R. DARNALL ARMY MEDICAL CENTER  
Department of Disability Evaluation Services  
Fort Hood, Texas 76544-4752

MCXI-MBC

4 May 2011

MEMORANDUM FOR: Commanders of and Soldiers undergoing physical disability processing

SUBJECT: Leave Policy for Soldiers undergoing physical disability processing

1. This Soldier must remain available to the military treatment facility commander until the PEB completes action in his/her case IAW AR 635-40, Appendix, E. Please ensure the following procedures are adhered to regarding leave.
2. To Request Ordinary Leave, Soldier is to:
  - A. Complete DA Form 31 thru Box 12; Soldier signs. Once Immediate Supervisor approves the request and signs Block 12, Soldier then brings DA 31 to MEB/DES Clinic, Bldg 36010, for review. The purpose of review is to ensure requested leave will not interfere with IDES processing.
  - B. The Physical Evaluation Board Liaison Officer (PEBLO) will review request and issue a recommendation within 48 hours as to whether Command should approve or disapprove requested leave. The PEBLO does NOT approve or disapprove the leave request – PEBLO offers recommendation only. The approving authority is the Commander or authority designated by unit.
  - C. Soldier returns after 48 hours to pick up DA Form 31 from MEB/DES Clinic and continues to process the request per Unit instructions. Once Commander has issued their decision – approval/disapproval and signed Block 13, Soldier must submit copy back to MEB/DES Clinic for record.
3. For emergency leave or PTDY, Soldier only needs to submit a copy of DA Form 31 to MEB/DES Clinic as soon as approved.
4. If Soldier has DA Form 31 for leave approved prior to commencement of their IDES processing, the Soldier is to submit copy to the MEB/DES Clinic for record.
5. POC is the undersigned at (254) 288-8355 or (254) 288-8357.

Supervisor, Admin Branch  
MEB/DES Clinic