

LEAVES & PASSES

Proponent For Inspection: MILPO

Point of Contact: _____

Unit Inspected: _____

Date of Inspection: _____

Unit Representative: _____

Unit Phone No.: _____

Inspector's Name: _____

Inspector's Phone No.: _____

Unit Overall Rating: T P U

- REFERENCES:
- a. AR 600-8-10, Leaves and Passes, 1 Jul 94
 - b. AR 55-46, Travel Overseas, 20 Jun 94
 - c. AR 25-400-2, The Modern Army Record Keeping System, 1 Oct 01
 - d. Memorandums of Instruction (MOI) Leave and Pass Program and Temporary Duty Travel Outside the United States, 8 Dec 00
 - e. AR 601-2, Army Promotional Recruiting Support Program, 1 April 2001

STANDARD: The standard is "T" = 90% success rate of evaluated tasks with no failed critical tasks. "P" = 70% success rate of evaluated tasks with no failed critical tasks. "U" = less than 70% success rate of evaluated tasks or one failed critical task.

INSPECTION CRITERIA:	LEVEL	GO	NO GO	REMARKS
1. Are copies of AR 600-8-10, AR 55-46, and AR 25-400-2 available?	BDE/BN			
2. Are copies of MOIs on the Leave and Pass Program and Temporary Duty Travel Outside the United States available?	BDE/BN			
3. CRITICAL: Has the commander established an annual leave program to encourage and provide soldiers the maximum opportunity to take leave? (AR 600-8-10, Para 2-2)	BDE/BN			
4. Are soldiers counseled that they might lose leave at the end of the Fiscal Year if they are over the 60-day carry-over balance? (AR 600-8-10, Para 2-2)	BDE/BN			
5. Is the unit commander approving or disapproving requests for advanced leave of 30 days or less IAW AR 600-8-10, Para 4-5?	BDE/BN			
6. CRITICAL: Are requests for advanced leave of over 30 days being forwarded through channels to the U.S. Army Personnel Command? (AR 600-8-10, Para 4-5)	BDE/BN			
7. If an automated leave control log is used, is it copied to another working disk each day to assist in preventing loss of leave? (AR 600-8-10, Para 12-1)	BDE/BN			
8. If the DA Form 4179-R, Leave Control Log is established and maintained, is it maintained for a period of 12 months? (AR 600-8-10, Para 12-1 & Table 12-14)	BDE/BN			
9. Are the leave clerk's initials entered on DA Form 4179-R upon completion of all actions required? (AR 600-8-10, Table 12-14)	BDE/BN			
10. CRITICAL: Are leave control log and finance system reports being reconciled? (AR 600-8-10, Para 12-23 & Table 12-12)	BDE/BN			
11. Is DA Form 31, Request and Authority for Leave being completed in accordance with completion instructions in AR 600-8-10? (AR 600-8-10, Figure 12-1)	BDE/BN			
12. Is the first leave in the Fiscal Year numbered with control number "0001"? (AR 600-8-10, Para 12-27)	BDE/BN			
13. CRITICAL: Does chargeable leave begin and end on post, at the duty station, or in the location from which the soldier regularly commutes to duty? (AR 600-8-10, Para 12-1)	BDE/BN			
14. CRITICAL: Is leave charged for the day of return unless the soldier works more than half of the normally scheduled duty day or the soldier returns on a regularly scheduled non-duty day and for holidays if they fall on or within effective dates of leave? (AR 600-8-10, Para 12-1)	BDE/BN			
15. CRITICAL: Are all leaves and emergency leaves Outside the Continental United States being coordinated with the Installation Travel Clearance Manager? (AR 600-8-10, Para 8-1)	BDE/BN			

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INSPECTION CRITERIA:	LEVEL	GO	NO GO	REMARKS
16. Are DA Forms 31 and DA Forms 4179-R being maintained in accordance with AR 25-400-2? (AR 25-400-2, FN 600-8a/b)	BDE/BN			
17. Are corrections on the DA Form 4179-R, Leave Control Log made by placing one line through incorrect data and the correct data placed above the lined out data (no whiteout, correction tape, or write overs are allowed)? (AR 600-8-10, Para 12-27)	BDE/BN			
18. Are DA Forms 31 being approved by the authorized approving authority? (AR 600-8-10, Para 4-5 and Para 5-31), (MOI, Leave and Pass Program, encl 2), (AR 601-2, Para 7-3)	BDE/BN			
REMARKS:				