



DEPARTMENT OF THE ARMY
JOINT TASK FORCE GUANTANAMO
525TH MILITARY POLICE BATTALION (I/R)
APO AE 09522-9998

ARSO-GTC-CO

4 August 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Leave, Pass, and Visitation Processing Procedures (Policy Number 12)

1. REFERENCES:

- a. AR 600-8-10, Leave and Pass, 4 August 2011(R&R)
- b. JTF Policy Memorandum #1.5, Leave and Pass, 02 August 2013
- c. JTF Policy Memorandum # 1.6, Visitation Policy, 21 August 2013
- d. NAVSTAGTMOINST 4650.1A N3, U.S. Naval Station, Guantanamo Bay, Cuba Instruction 4650.1A, 31 January 2013
- e. ALARACT 062/2009, Army Guidance for Paternity Leave, 9 March 2009

2. Applicability: This policy is applicable to all Soldiers assigned and attached to the 525th Military Police Battalion (I/R).

3. Overview:

a. The 525th Military Police Battalion (I/R) is tasked with supporting strategic detention operations in a remote environment. As a general rule, Soldiers assigned or attached to the battalion will only be authorized one period of off-island leave or pass during their tour. Soldiers need to consider this guidance before making plans and ensure their requests incorporate those special events they consider important (e.g. family weddings, graduations). Transportation to and from GTMO are severely restricted and additional trips off island may exacerbate the already limited availability. Leaves and passes are designed to provide Soldiers a respite from duty and are essential for maintaining unit morale. Participation in the leave and pass program is determined by the unit commander, subject to operational and mission constraints. It is a privilege, not an entitlement. The battalion must not have more than 10% of our overall strength not available at any given time. All DA 31s for leaves will be processed through the Battalion's S1. Units will coordinate with the Battalion's S1 for any travel arrangements requiring funding.

b. Soldiers on PCS orders are authorized either one period of Rest and Recuperation (R&R) Leave or Funded Environmental and Morale Leave (FEML) during

their tour. Soldiers on PCS orders that extend beyond one year may be eligible for additional leave.

c. Soldiers on TCS orders (less than 10 months at GTMO) may be authorized up to 8 days of Ordinary Leave or one 4- Day Pass off island dependent on mission requirements.

4. Pass and Leave Program:

a. 4-Day Pass on Island: The intent of the 4-Day Pass is to reward Soldiers that go above and beyond what is regularly expected of them. The approval for request for passes rests with their Company Commander. Only one 4-Day Pass will normally be granted per Soldier and the period covered must include two scheduled days off.

b. 4-Day Pass off Island: This pass may be awarded in place of Ordinary Leave, but cannot be combined with Ordinary or Emergency Leave. The period covered must include two scheduled days off. The approval for requests for passes rests with their Company Commander. Soldiers must provide proof of transportation plans as part of their request for approval. If travel difficulties prevent a Soldier's return within the 96-hour period, the Soldier must contact their chain of command as soon as possible. Soldiers who return late will be charged Ordinary Leave for the entire period of their absence.

c. Passes will not be approved during the first 30 or last 30 days of the Soldier's tour on GTMO.

d. Ordinary Leave:

(1) Ordinary Leave may be granted for Soldiers on TCS orders. The resulting approved leave period, to include travel time, will not exceed 16 days. Soldiers on PCS orders may request Ordinary Leave on a case by case basis. Requests up to 16 days may be approved by the Company Commander. Requests of 16 or more days require approval by the Battalion Commander. **Soldiers MUST purchase a ticket on a return flight to avoid non-availability of Space A and resulting failure to return on time.**

(2) Ordinary Leave is non-funded chargeable leave.

(3) Ordinary Leave will not be normally executed during the first 30 days or the last 30 days of the Soldier's tour on GTMO.

e. Rest and Recuperation (R&R) Leave:

(1) R&R is chargeable leave, up to 14 days. This entitles the Soldier (on PCS orders) to one free round trip ticket via military air transport from GTMO to one of the authorized Aerial Ports of Debarkation (APOD). Additionally, Soldiers are authorized one day non-chargeable travel from GTMO to the APOD and one day non-chargeable

travel from one of the designated Aerial Ports of Embarkation (APOE) to GTMO. Total time off-island including travel shall not exceed 16 days for any one R&R Leave period. Authorized APODs and APOEs include Jacksonville, FL and Norfolk, VA. The approval authority for R&R is the Brigade Commander.

(2) R&R Leave will not be approved or funded within the first 60 days or the last 60 days of the 365+ day tour.

(3) Soldiers who become eligible for a second R&R Leave entitlement due to a 12-month extension must serve 30 days of the new tour before the second R&R entitlement can be used.

f. Emergency Leave:

(1) The guidelines for authorizing Emergency Leave are as follows:

(a) When the Soldier's presence will contribute to the welfare of a terminally ill member of the immediate Family when the expected date of death is within the month.

(b) Because of the death of an immediate Family Member.

(c) For a serious situation involving accident, illness, or major surgery that cannot be postponed due to the urgency of the medical condition. The situation must result in a serious Family problem. The Family problem must impose important responsibilities on the Soldier that must be met immediately and cannot be accomplished from his duty station or by any other individuals or by other means.

(d) Because the Soldier is affected personally by a disaster (for example, hurricane, tornado, or flood) when severe or unusual hardship would be encountered if the Soldier failed to return home.

(2) Soldiers may request Emergency Leave with or without American Red Cross verification. In order to receive a funded trip, an American Red Cross message is required. However, care must be taken to ensure that an emergency does exist and that the Soldier's presence can resolve or alleviate the situation. Emergency Leave is chargeable leave. This entitlement, however, authorizes one day non-chargeable travel from GTMO to where the Red Cross Message originated from and one day non-chargeable travel to return to GTMO. Soldiers on Emergency Leave also qualify for a round trip ticket via military air transport from GTMO to one of the two authorized APODs.

(3) Immediate Family includes the following Family Members of either the Soldier or the Soldier's spouse: parents, spouse, children, siblings, an only living relative, a person who stood in loco parentis, and/or a spouse's parent and/or sibling. Loco parentis is defined as a person who stood in place of a parent for the Soldier or the Soldier's spouse for 24 hours a day, for at least a 5-year period before the Soldier or the

Soldier's spouse became 21. For a person in loco parentis, the Soldier must sign a statement verifying loco parentis.

(4) Company Commanders may grant up to 8 days of emergency leave. Request for over 8 days of emergency leave, but less than 30 must be approved by the Battalion Commander. The Brigade Commander may grant up to 30 days of emergency leave.

g. Paternity Leave:

(1) Soldiers are authorized 10 days of non-chargeable Paternity Leave to be used in connection with the birth of a child. Paternity Leave is only authorized for a married Soldier on Active Duty, to include Title 10 and Title 32 Active Guard and Reserve Duty, whose wife gives birth to a child. Paternity Leave is a non-chargeable administrative absence. Paternity Leave cannot be granted to a single Soldier fathering a child out of wedlock.

(2) Paternity Leave will not exceed 10 days, and must be taken consecutively within 45 days after the birth of the child, or within 60 days after demobilization. The DA 31 must contain the following statement in block 17, "I am requesting Paternity Leave in connection with the birth of my child. I understand that by law, Paternity Leave is only authorized for married Soldiers on Active Duty, whose wife has given birth to a child on or after 14 October 2008." This statement will be followed by the Soldier's initials. Ordinary Leave may be taken in conjunction with Paternity Leave. The approval authority for Paternity Leave is the Battalion Commander.

h. Funded Environmental and Morale Leave (FEML): FEML is chargeable leave granted to Soldiers in a PCS status whose tour is 24 consecutive months or more. This entitlement authorizes the Soldier (and his/her accompanied command-sponsored dependents) one free round trip ticket from GTMO to Jacksonville, FL and/or Norfolk, VA via military air transportation. Additionally, Soldiers are authorized one day non-chargeable travel from GTMO to Jacksonville, FL and/or Norfolk, VA and one day non-chargeable travel from Jacksonville, FL and/or Norfolk, to GTMO. Total time off-island, to include authorized travel time, will not exceed 22 days for any one FEML period. FEML will not be approved or funded within the first 6 months or the last six months of a 24 or 36 month tour. The approval authority for FEML is the Brigade Commander.

i. Soldiers who fail to return from leave or pass on the scheduled date without prior approval from their chain of command will be subject to the appropriate administrative and/or disciplinary action.

j. Soldiers pending administrative separation, legal procedures, or command directed training, must route their request for leave or pass through their chain of command to the JTF Deputy Commander for approval.

5. Sponsoring Visitors on GTMO:

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- a. Visitation is a privilege, not an entitlement. As such, visitation periods may be restricted based on operational or environmental considerations. Authorized visitors are defined as Family Members and other guest(s) as approved by the chain of command. Sponsors are responsible for the conduct of their visitors.
 - b. Soldiers on accompanied PCS orders may sponsor visitors to GTMO consistent with their housing situation. Maximum length of visitation period is not to exceed 30 days per visit consistent with the NAVSTA visitation policy.
 - c. For Soldiers assigned to unaccompanied housing, the cumulative period for visits is as follows:
 - (1) Soldiers whose orders are for a 9 month tour are authorized up to 12 visitation days.
 - (2) Soldiers whose orders are for a 12 month tour are authorized up to 16 visitation days.
 - d. All requests for visitation must be routed through the chain of command for approval by the JTF Chief of Staff.
 - e. Visitors may not operate JTF/government vehicles but may use the NEX car rental services. Civilians may not ride in any government vehicle.
 - f. Visitors are not authorized to spend the night in any JTF housing area. However, guests are authorized to visit a sponsor's living quarters until 2400 hrs.
 - g. Although guests are allowed to bring media to GTMO, all media will be subject to media scan and must be taken to J6 72 hours prior to the departure of any flight. Any camera or recording equipment will be screened and returned to guests at the time of their baggage inspection.
 - h. No visitors are allowed within the first 30 days or last 30 days of a Soldier's tour as this would conflict with the Sponsor's left/right seat responsibilities.
6. Exceptions to this policy must be staffed and approved by the Battalion Commander unless otherwise specified.
7. The point of contact for this memorandum is the S1 OIC, at DSN 660-8171.



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Commanding

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