

6 August 2003

OFFICE OF THE COMMANDANT  
MEDICAL STUDENT LEAVE/PASS POLICY  
POLICY #100

**A. Purpose.** This policy outlines the administration of the Office of the Commandant's Leave and Pass Program for School of Medicine students and provides guidance to School of Medicine students on applying for leave and pass, which will be consistent with the listed references.

**B. References.**

- a. USUHS Instruction 1327, "Military Pass Program (Liberty)," 26 July 1996
- b. USUHS Instruction 1304, "Military Leave Program," 18 May 1995
- c. Medical Student Handbook/Academic Planner, 2002-2003 pages 124-125.
- d. AR 600-8-10, "Leave and Passes," 1 July 94
- e. MILPERSMAN 1050-030, "Policy Concerning Granting Leave," and MILPERSMAN 1050-040, "Leave for Military Personnel," 22 Aug 2002
- f. AFI 36-3003, "Military Leave Program," 14 April 2000

**C. Applicability and Scope.** This policy applies to Army, Navy, Air Force, and Public Health Service medical students assigned to USUHS, School of Medicine.

**D. Policy.** If a student is going to be out of the local D.C./Metro area, they must be on leave, pass or TDY orders.

**E. Responsibilities.**

**1. All Services:**

**a. Requesting Pass:**

1. A pass is granted during non-duty-hours (after 1600), weekends, and holidays. It does not count against normal leave. Pass cannot occur concurrently with leave. IAW USUHSI 1327, a four-day pass must include two consecutive non-duty days, such as Thurs-Sat, Fri-Mon, Sat-Tues. Passes are requested by submitting MPO Form 526-B (11/01), Pass Form, to the appropriate Company/Squadron Commander. Requests are submitted seven days in advance, and cannot exceed 96 hours. If you are unable to return from pass, for any reason, you must notify either your Company/Squadron Commander or the Commandant. Extension of a pass will necessitate the entire absence be converted to leave. You will not overstay a pass without approval. If you do, you are Absent Without Leave and subject to disciplinary action.

2. The following paragraph is stated at the top MPO Form 526-B (11/01):

To miss any mandatory lecture, lab, clinical rotation or other academic requirement you must first present justification to and obtain permission from the appropriate authority (Course Director/Lab Instructor/Preceptor/Site Supervisor, etc.) (Approval Line #1) and Student Affairs Office (Approval Line #2) prior to applying for leave from the Company Commanders' Office. To miss any non-mandatory scheduled academic time, you must first obtain permission from

Student Affairs Office (Approval Line #2) before requesting leave from the Company Commanders' office.

**b. When requesting leave: Accomplish MPO Form 526-B (11/01):**

If you are going to request leave and are going to miss mandatory academic requirements or non-mandatory scheduled academic time you must complete the entire "Class Absence/Pass/Liberty/Permissive TDY Request Form" MPO Form 526-B (11/01) (Attach 1). Obviously, the pass request dates section will remain blank. Under justification please indicate you are going to request leave.

**c. Leave in Conjunction with Temporary Duty:**

All students will inform their Company/Squadron Commander when planning on taking leave in conjunction with TDY/TAD. Upon return from TDY/TAD, all students will inform their Company/Squadron Commander that they have arrived safely into the local area. Most often TDY/TAD is taken in conjunction with clinical rotations; therefore much of the coordination of appropriate documentation will be done via the Registrar's Office. Please also refer to the student travel website: <http://vpr.usuhs.mil/fmg/TRAVPAY/studenttrav.html>

**d. Advanced Leave:**

It is highly likely that during the first year of medical school during winter break, a student may need advanced leave in order to go on winter break. In almost all cases, this is approved. It is understood that often by the third and fourth years of medical school, students are then in the opposite situation of having use/lose leave status. If advanced leave is required, it is necessary that you inform your Company/Squadron Commander that you need advanced leave to fulfill your winter break plans.

**e. Reporting Back from Leave/Pass:**

It is the responsibility of all students to notify their First Sergeant/Company/Squadron Commander on the first duty day following a leave or pass that they have returned to the local area. This should be done in person or by annotation on the accountability roster if applicable for that duty day. For MS III/IV students you can call your First Sergeant/Company Commander if the first duty day back you are away on a clinical rotation and not at USUHS. If the first duty day back is during a break period all students need to report to the Company Commanders office. It is also the responsibility of all students to complete the appropriate handwritten or electronic paperwork to remove themselves from leave status.

**f. Notifying Staff after normal duty hours and notifying about Emergency Leave plans:**

It is the responsibility of all students to carry the notification/pager card listing the Company/Squadron Commanders and First Sergeants numbers. It is the home, cell, and pager numbers that are listed that are to be used to access your service Commander/First Sergeant in the case of after hour notifications. The first call placed for emergency leave should be to the Company/Squadron Commanders so they can facilitate the process and ensure expeditious departure.

**g. Leave Outside of CONUS:**

It is the responsibility of all students taking leave outside of CONUS to receive a security brief from USUHS Security Office before submitting leave. All students must notify their Company/Squadron Commander of the date they received the briefing.

### **1. Army Students.**

a. For ordinary leave, fill out and submit DA form 31, Leave Request Authorization form, at least 14 days in advance of the leave. Use black ink only to fill out the leave form. Leaving the area without permission is considered Absent Without Leave (AWOL) and is a serious offense.

b. Emergency leave can be granted whenever the circumstances warrant, based on the judgment of the Company Commander and the desire of the member. The same leave DA form 31, is filled out and submitted. Contact the Company Commander to provide the following information: nature of the emergency, start of leave, emergency leave address and phone number, mode of transportation, expected number of days to take, and any pertinent information at that time. Leaving the area without permission is considered Absent Without Leave and is a serious offense.

c. If taking leave outside the CONUS, a security brief from USUHS Security Office must be annotated in the remarks section of the leave form. The student is responsible in obtaining necessary documents and requirements related to the travel, i.e. passport, visa, country clearance, immunizations.

d. Company Commander will approve/disapprove leave. If disapproved, Company Commander will contact the medical student. If approved, Company Commander will forward the leave form to MILPO for a Leave Control Number. **NOTE:** Leave is not approved until the leave form is assigned a Leave Control Number.

e. Pick up the approved leave form from MILPO.

f. The student must have a copy of the approved leave form with him/her at all times when on leave.

g. Upon completion of leave, student must report to MILPO and the Company Commander's office the first day after returning from leave form.

### **2. Navy Students.**

a. For ordinary leave, fill out and submit NAVCOMP form 3065, Leave Request Authorization form, commonly referred as "Leave Chit" at least 14 days in advance of the leave. Use black ink only to fill out the leave chit. Leaving the area without permission is considered Unauthorized Absence (UA) and is a serious offense.

b. Emergency leave can be granted whenever the circumstances warrant, based on the judgment of the Company Commander and the desire of the member. The same leave chit, NAVCOMP form 3065, is filled out and submitted. Contact the Company Commander to provide the following information: nature of the emergency, start of leave, emergency leave address and phone number, mode of transportation, expected number of days to take, and any pertinent

information at that time. Leaving the area without permission is considered Unauthorized Absence (UA) and is a serious offense.

c. If taking leave outside the CONUS, a security brief from USUHS Security Office must be annotated in the remarks section of the leave chit. The student is responsible in obtaining necessary documents and requirements related to the travel, i.e. passport, visa, country clearance, immunizations.

d. Company Commander will approve/disapprove leave chit. If disapproved, Company Commander will contact the medical student. If approved, Company Commander will forward the leave chit to MILPO for a Leave Control Number. **NOTE:** Leave is not approved until the leave chit is assigned a Leave Control Number.

e. Pick up the approved leave chit from MILPO.

f. The student must have a copy of the approved leave chit with him/her at all times when on leave.

g. Upon completion of leave, student must report and return leave chit to MILPO within three days after the last day of the chargeable leave.

1. If leave affects mandatory or non-mandatory classes, obtain permission from Lab Instructors/Preceptors and the Office of the Student Affairs. Approval must be annotated in the recommendation portion of the leave chit.

### **3. Air Force Students.**

a. All ordinary leave requests must be processed by LeaveWeb. To access the LeaveWeb, you must use the following website: <https://leave.andrews.af.mil>. The LeaveWeb system works best on Internet Explorer and you must be on a ".mil" computer. LeaveWeb will not submit your request prior to two weeks before the requested leave. Planning is important, and so, if you plan to request leave and need to know if it will be approved when submitted, please send an email to [Afleave@usuhs.mil](mailto:Afleave@usuhs.mil) to let your Squadron Commander and First Sergeant know that you are going to request leave. If it is not essential that you know if leave is going to be approved, you do not have to send an email prior to your submission of leave. Any questions concerning AF leave policy can also be found in Air Force Instruction (AFI) 36-3003. There is a link to that AFI on LeaveWeb.

b. While at USUHS, the requested field for supervisor's name will always be your Air Force Squadron Commander's name. LeaveWeb asks for an email address of the supervisor. You must type [Afleave@usuhs.mil](mailto:Afleave@usuhs.mil) in the required field. It is critical that you place this email address in the field, and not your Air Force Commander's personal USUHS account. This email account allows any authorized Company Commander staff to access your request and approve it, if the Air Force Squadron Commander/First Sergeant is not available to do so.

c. If the LeaveWeb system is down, the MILPO staff recommends waiting and trying again the following day. If you continue to have difficulty with the system, please see the Air Force representatives in MILPO so they can assist you in troubleshooting the problem.

d. When you use LeaveWeb, it is necessary to print your Part 2. If you do not receive notice from LeaveWeb that your leave is approved prior to the start date of your leave, please contact your Squadron Commander/First Sergeant at the following email: [Afleave@usuhs.mil](mailto:Afleave@usuhs.mil) and ask if your leave has been approved.

e. There are three times that your leave request will need to be processed manually:

1. You are in a negative leave balance. The system does not allow you take leave if you are in a negative leave balance. Most often, negative leave balances happen to MS-I's when their first Winter Break arrives.

2. You are requesting leave other than "ordinary", such as convalescent, emergency, or permissive TDY.

3. You do not have access to a ".mil" computer. Access to LeaveWeb is restricted to ".mil" computers. Some of you may be on rotations in which you do not have access to a ".mil" computer.

In the above cases you will complete an AF 988, and either bring it to the Company Commanders' office or fax it to the office at 1(301) 295-3586 and it will be processed manually. If you submit leave manually, you will have to complete Part 3 of your hard copy request upon your return from leave.

f. Your Squadron Commander/First Sergeant keeps a separate spreadsheet indicating all personnel on leave.

*Original Signed- Linda L. Lawrence*

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