



DEPARTMENT OF THE ARMY  
WARRIOR TRANSITION UNIT  
EUROPE REGIONAL MEDICAL CENTER  
Unit 23125, APO AE 09227

REPLY TO  
ATTENTION OF

MCEUO-WTU

25 June 2009

MEMORANDUM FOR Warrior Transition Unit (WTU), Europe Regional Medical Center, Unit 23125, APO AE 09227

SUBJECT: ERMC Warrior Transition Unit Policy Letter #11, Leave and Pass Policy

1. Process. All processes and requirements associated with this leave and pass policy provide a method to ensure safety, accountability, and timely processing. Due to the unique nature of WTU operations, exceptions to the below paragraphs will be made on a case-by-case basis.

a. Leave. Requests for leave must be submitted via Myforms to the WTU Human Resources (HR) Specialist NLT two weeks prior to the scheduled leave dates to ensure timeliness. Once approved, a copy of your leave form with control number will be transmitted back to you through your chain of command.

(1) PCS. WTU to WTU transfers will only be authorized two days travel time.

b. Pass. Requests for pass must be submitted to the WTU HR Specialist NLT two weeks prior to the scheduled pass begin date to ensure timely processing, safety, and accountability. Once approved, a copy of the pass will be transmitted back to you through your chain of command. Mileage passes are required if Soldiers intend to travel outside of 200 miles from their place of duty as indicated on the Travel Risk Planning System (TRiPS) or Mapquest.

c. PTDY. Soldiers requesting PTDY in conjunction with transition leave must ensure that their request includes their ETS leave balance. PTDY will be used to compliment Soldiers ETS leave balance not to exceed date established by the letter of release.

2. TRiPS Risk Assessment and POV Inspections. All Soldier will complete the TRiPS signed by their supervisor if any portion of their trip will be by automobile (POV, rental car, etc.) and they are traveling outside a 150-mile radius from Landstuhl (which equals two hours on the Autobahn) as indicated by TRiPS or Mapquest. The TRiPS Risk Assessment can be found at the US Army Combat Readiness Center homepage (<https://crc.army.mil/home/>). Additionally, all Soldiers will attach a copy of the last POV Inspection for requests requiring TRiPS Risk Assessment submission.

3. Leave and Earnings Statements. A current LES will accompany ALL requests for leave in order to verify accrued, charged, and use/lose leave status.

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4. Letter of Release. For all WTs that are transitioning out of service a LOR is required to be submitted with the DA 31.
5. All leave and pass forms will be transmitted and processed through Myforms. Once the leave has been approved the form will be routed back to the platoon sergeant with control number (if required). It will be the supervisor's responsibility to sign the soldier out on Myforms, print out a copy for the Soldier to have on hand while on leave, sign Soldier back in on Myforms, then route back to HR personnel within 24 hours.
6. In the case that a Soldier returns early from their leave, it will be that Soldier's responsibility to notify his/her immediate supervisor of their early return. Failure to do so will result in the Soldier being charged for the entire leave period.
7. Leave in Conjunction with a Pass. Leave can be taken in conjunction with a pass as long as the Soldier signs in and out at their normal place of duty.
8. The point of contact for this memorandum is the undersigned at DSN 483-6497 or [hildred.mathews@amedd.army.mil](mailto:hildred.mathews@amedd.army.mil).



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