



DEPARTMENTS OF THE ARMY AND AIR  
JOINT FORCE HEADQUARTERS  
NEW HAMPSHIRE NATIONAL GUARD  
1 MINUTEMAN WAY  
CONCORD, NEW HAMPSHIRE 03301

NGNH-J1-HRO

2 February 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: New Hampshire Army National Guard Leaves and Passes Policy

1. References:

- a. AR 600-8-10, Leaves and Passes, 15 February 2006.
- b. AR 135-18, The Active Guard Reserve (AGR) Program, 1 November 2004.
- c. ALARACT 062/2009, Army Guidance for Paternity Leave, 10 March 2009.

2. Purpose. To provide policy and procedures for the execution of Leaves and Passes in the New Hampshire Army National Guard. The policy and procedures detailed here supersede the Leave Log within the Full Time Staff Management Control System (FTSMCS). The leave tracking system is no longer available.

3. Effective Date. 1 February 2016

4. Applicability. This policy letter applies to members of the New Hampshire Army National Guard serving on active duty which includes AGR and Soldiers on Operational Support tours (FTNGD-OS).

a. Each Major Subordinate Command (MSC) and directorate is responsible for developing their own internal policies and procedures for the processing and tracking of leave IAW AR 600-8-10. At a minimum, the following forms will be used:

(1) DA Form 4179, Leave Control Log. MSCs and directorates will manage all leave and passes using this form.

(2) DA Form 31, Request and Authority for Leave.

b. Leave Control Number. Each MSC and directorate will use their office symbol as the prefix for their leave control number. For example: J1-HRO-0001

c. Upon a Soldier's return from leave, the DA 31 must be filled out in its entirety, logged on the DA 4179 and sent to the AGR Branch for submission to Military Pay.

(1) When sending DA 31s to HRO, each form must be named with the last name and the leave control number. For example: Scott J1-HRO-0001.

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(2) MSCs and directorates will upload completed DA 31s in HRO's shared folder: \\ngnha7-usdp-04\hr\AGR-ADOS-LEAVE. Submissions via email will not be accepted.

5. Policy.

a. During normal duty days, all Soldiers will either be present for duty or in a leave or pass status as part of the commander's normal leave program.

b. In accordance with AR 600-8-10 paragraph 5-27, leave and pass begins and terminates at the duty location, or at the location from where Soldier normally commutes to duty before leave begins.

c. In accordance with AR 600-8-10 para 4-1c, supervisors will not approve two separate leave dates that surround non-duty days. Supervisors may approve one leave that includes the non-duty days. For example, a member cannot submit a separate leave request for the day prior to a holiday and a separate leave request for the day following a holiday in order to be charged with only two days of leave rather than three. The same rule applies for taking a Friday and a Monday as only two days of leave rather than four.

d. Convalescent Leave.

(1) In order to be in a convalescent leave status, Soldiers must be on a profile for the applicable injury or condition and have a recommendation from their provider that outlines a finite period of time until the Soldier is able to return to limited duty.

(2) For convalescent leave for other than pregnancy:

(a) Unit commanders may approve up to 30 days of convalescent leave. Requests for more than 30 days require approval from NGB. Requests will be sent to the Deputy State Surgeon's Office, Attn: CPT Huntington, with a copy to the AGR branch.

(b) When requesting convalescent leave, all relevant medical documentation from the treating provider must be submitted to the Deputy State Surgeon's Office. This documentation must include a recommendation of convalescent leave from the civilian provider. This information will be used to substantiate the convalescent leave request and/or adjust the profile.

(c) Requests for convalescent leave for more than 30 days must be accompanied by a memorandum from their supervisor/commander. Two DA Form 31s will be initiated if a Soldier is requesting more than 30 days of convalescent leave. The first will cover the initial 30 days approved by the commander; the second will be for the remaining leave time requested. In all but emergency situations, both the leave request and all medical documentation will be forwarded to the Deputy State Surgeon's Office before the convalescent leave begins.

(3) For convalescent leave for normal pregnancy and childbirth:

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(a) Convalescent leave will be for a period of up to 42 days. Currently awaiting update to reflect the newly announced 84 days (12 weeks).

(b) Ordinary leave can be used in conjunction with convalescent leave.

(4) The paternity leave policy is covered in ALARACT 062/2009, Army Guidance for Paternity Leave dated 10 March 2009. Paternity leave is only authorized for a married Soldier on active duty. Paternity leave is a non-chargeable administrative absence of not more than 10 days, and must be taken within 45 days after the birth of a child. This does not apply to short tour (89 days or less) FTNGD-OS. Currently awaiting update to reflect the newly announced 14 days of paternity leave.

e. Transitional leave for AGR Soldiers must be coordinated through the AGR Branch. This will ensure that proper end of tour payment and retirement or separation transition occurs.

f. FTNGD-OS personnel will use all accrued leave prior to their order end date. Soldiers in an FTNGD-OS status are not authorized to sell back any leave that they have accrued during their tour

6. The proponent office and point of contact is the HRO, AGR Branch, CW2 Kathryn Scott at [kathryn.l.scott9.mil@mail.mil](mailto:kathryn.l.scott9.mil@mail.mil) or (603) 225-1327 or MSgt Kristine Poplar at [kristine.m.poplar.mil@mail.mil](mailto:kristine.m.poplar.mil@mail.mil) or (603) 225-1339.

Encls

1. DA Form 31
2. DA Form 4179

BRIAN C. ELBERT  
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Human Resources Officer

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NGNH-OPS

NGNH-FMO

NGNH-JA

NGNH-IMZ

All AGR and FTNGD-OS Soldiers