



DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
HEADQUARTERS & HEADQUARTERS COMPANY
622 SWIFT ROAD
WEST POINT, NEW YORK 10996

MAAG-H

10 August 2012

MEMORANDUM THRU Chief of Staff, United States Military Academy, BLDG 600, West Point, NY 10996

SUBJECT: Commander's Leave and Pass Policy #1

Purpose: To provide clear guidance regarding leave and pass procedures, assure compliance in accordance with (IAW) AR 600-8-10 and enhance the safety and accountability of Soldiers with Headquarters and Headquarters Company (HHC), United States Military Academy (HHC USMA).

1. Applicability: This policy applies to all permanent party Soldiers assigned or attached to HHC, USAG USMA.

2. Commander's Intent:

a. Leave and Pass represents entitlements that must be approved by the requestors respective staff director or department head. The director or department head will base this approval off of the supervisor's recommendation, provided the Soldier meets all standards enforced by the Army.

b. Safety remains a priority regarding Leave and Pass. Leaders will ensure that there is a safe travel plan in place before members of their departments or directorates are approved to depart on leave or pass. Approval of leave and /or pass will in part be conditional on having an agreed upon, viable plan that includes completion of the POV inspection sheet and Travel Risk Planning Systems (TRIPS) signed by the individual and supervisor.

c. In a continuing effort to improve on efficiencies and cut down on excessive waste, the United States Military Academy at West Point has transitioned to a digital Leave system as the primary means of transfer, via email. All leave requests will be approved by the requestor's respective staff director or department head and forwarded to HHC via email to hhcmailbox@usma.edu for issue of control number and tracking purposes. The standard for turnaround when received by HHC is 24 hours.

e. The Headquarters and Headquarters Company Administrator will receive and process hard copy DA-31 forms in extreme and unique circumstances when email is unavailable. If there are any questions, issues, or concerns, contact the Headquarters and Headquarters Company at (845) 938-8450/8451.

3. Types of passes- Regular, Mileage, and Special:

a. Regular Pass. Is a short, up to 300 miles authorized absence from post or place of duty during normal off-duty hours unless absence is authorized (normally Saturdays and Sundays.) A DA31 is not required. Regular passes may be granted in connection with leave under the following:

MAAG-H

SUBJECT: Commander's Leave and Pass Policy

(1) Pass begins or terminates on post, at the duty location, or at the location from where the Soldier normally commutes to duty before the pass begins.

(2) Leave begins and terminates on post, the duty location, or locations from where the Soldier normally commutes to duty before leave begins

(3) Rotating shift personnel must be able to report for duty within 12 hours if not on a special pass or leave.

b. Mileage Pass. A mileage Pass is a short, greater than 300 mile authorized absence from post or place of duty during normal off-duty periods (including official holidays). A Soldier remains in an available-for-duty status during normal off-duty hours unless absence is authorized (normally Saturdays and Sundays). An approved DA31 must be submitted.

c. Special Pass- Authorized absence that can be 3 or 4 days as follows:

(1) 3-Day Pass. Normally begins at the end of a normal duty day on a given day and ends with the start of a normal duty day on the 4th after an absence of 3 consecutive calendar days. The standard of calculating the period of the pass is counting each calendar day, not the number of hours to be taken.

a. Must include at least one duty day. This period may be Thursday, Friday, or Monday, depending on unit duty requirements (for example, a Soldier may depart at the end of the duty day on Friday evening and must return at the start of the normal duty day on Tuesday).

b) May not be combined with a regular pass, another special pass, or leave. If leave or another pass is granted, there must be at least 1 duty day between the special pass and the leave or other pass.

2) 4-Day Pass. A 4-day pass must include at least 2 consecutive non-duty days. For example, a Soldier may depart on a 4-day pass on Friday evening after duty day and return at the start of normal duty day on Wednesday. The 4-day pass may not be combined with a regular pass, another special pass, or leave. If leave or another pass is granted, there must be at least one duty day between the special pass and the leave or other pass.

4. Requests for emergency leave will be approved by the requestor's respective staff director or department head and submitted to HHC.

5. Each department administrator will ensure that they can maintain normal operation at any given time prior to approving staff leave or passes. Supervisors will monitor leave days of Soldiers to ensure that no Soldier loses leave days at the end of the fiscal year. The HHC will also be responsible for tracking this and will streamline with the G1 to ensure soldiers are informed. They will establish an annual leave program designed to provide:

a. The maximum opportunity for all Soldiers to take leave to minimize loss and payment of leave not taken.

b. A caution to Soldiers who do not take leave, that they may lose leave at the end of the fiscal year. Also, Soldiers who maintain a 75-day balance (as of 1 October 2011) and wait late in the fiscal year to

MAAG-H

SUBJECT: Commander's Leave and Pass Policy

take leave, risk the loss of the amount of days in excess of 75 days if the operational situations require their presence.

6. DA Form 31. Will be submitted for all leave and pass requests that exceed a 300 mile radius of West Point, NY. Staff directors and department heads will submit approved DA31's at least 10 days prior to the date requested. All DA31's will be signed electricly using the DA31 XFDL from the AKO website under E-Forms.

a. Chargeable leave. Leave is only charged in full day increments. You are not charged for the day you sign out, providing it is after normal duty hours, however you are charged the day you sign in (unless leave terminates on a holiday or non-duty day).

b. 300 miles or greater. If utilizing a POV, all soldiers are required to have a safe travel plan in place. The requestor is also required to complete a vehicle inspection and fill out a POV inspection checklist, to be approved by the first-line supervisor.

The POV inspections checklist must be signed by both the requestor and the requestor's first line supervisor. If there are any failed criteria on the POV Inspection Checklist, those criteria must be fixed and re-inspected prior to departure for leave or pass. It is the requestor's responsibility to ensure that all the appropriate documents are submitted as attachments to the approval authority.

c. Leave or Pass outside the United States. (OCONUS Leave) For all leave and /or passes outside the United States, the requestor must receive an Area of Responsibility (AOR) Security Brief within 60 days of their departure. The requestor will contact the Installation Security Office to schedule this briefing. The number for the Installation Security Office is 845-938-2971. Contact information shall include a reachable phone number and valid address in Block 6 for approval. Additionally, all individuals must complete an Anti-Terrorism Level I Training within six (6) months of travel. Requestors and first supervisors will ensure that valid passports and valid visa's are available prior to the start date and do not expire prior to the end date, if needed. Lastly, requestors are responsible for registering online with the U.S Embassy in the area where the requestors leave will take place.

d. All leave exceeding 30 days in length must be routed through the Company Commander for approval by the Chief of Staff. For questions specifically related to Permissive TDY requests, contact the HHC at (845) 938-8451/8450, or email hhcmailbox@usma.edu

e. All DA31 forms will be maintained with a control number in the MPD Leave sections in Building 622. Leave forms will be processed in the order they are received.

f. IAW AR 385-2, para 7-2, conducting POV inspections **remains highly encouraged** for all leave and passes in which Soldiers are driving during the following Holidays weekends:

MAAG-H

SUBJECT: Commander's Leave and Pass Policy

- (1) New Years Day
- (2) Martin Luther King, Jr.
- (3) Presidents Day
- (4) Memorial day
- (5) Independence Day
- (6) Labor Day
- (7) Columbus Day
- (8) Veterans Day
- (9) Thanksgiving
- (10) Christmas

7. Soldiers will be physically present in the local area (defined as on post, duty station, or in the location from which the soldier regularly commutes to duty) at the beginning and ending of leave and or pass. Failure to comply with this may result in UCMJ action.

8. **Leave sign out and sign-in procedures:** It is the requestor's responsibility to retrieve a copy of their DA-31 with a control number before they sign out on leave. Requestors should initiate their leave or pass request 10 days prior to departure to ensure you receive your Leave form with an assigned control number. The MPD Leave Sections must be notified if your leave begins late or if you sign in early from leave, or if you unexpectedly cancel your leave. **Failure to make appropriate contact could result in being charged for leave that wasn't taken.** The MPD Leave Sections can be reached at (Building 622) at x3786 during duty hours and x3333 after duty hours to sign out on leave or sign in from leave.

9. This Leave policy supersedes all previous policies on leave and pass.

10. POC this memorandum is the undersigned at joshua.klatzko@usma.edu (845) 938-3125.


JOSHUA M. KLATZKO
CPT, FA
Commanding

4Encls

1. LotusForm DA31 Example
2. POV Risk Assessment
3. POV Inspection Checklist
4. AOR Brief Memorandum

MAAG-H

SUBJECT: Commander's Leave and Pass Policy

DISTRIBUTION:

CHIEF OF STAFF (MACS)

SECRETARY OF THE GENERAL STAFF (MASG)

DIRECTORATE OF RESOURCE MANAGEMENT (ARM)

OFFICE OF THE STAFF JUDGE ADVOCATE (MAJA)

OFFICE OF POLICY, PLANNING, AND ANALYSIS (MAOR)

ADJUTANT GENERAL (MAAG)

DIRECTORATE OF COMMUNICATION (MAPO)

OFFICE OF THE G3 (MAAS)

USMA CHAPLAINCY (MAAS)

OFFICE OF THE INSPECTOR GENERAL (MAIG)

CHIEF OF STAFF TO THE DEAN OF THE ACADEMIC BOARD (MADN-CS)

DIRECTORATE OF INTERCOLLEGIATE ATHLETICS (MADA)

DIRECTORATE OF ADMISSIONS (MAAR)

CHIEF OF STAFF TO THE COMMANDANT, USCC (MACC)



DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
HEADQUARTERS & HEADQUARTERS COMPANY
622 SWIFT ROAD
WEST POINT, NEW YORK 10996

MAAG-H

10 August 2012

MEMORANDUM FOR RECORD

SUBJECT: Restriction on Pets in the Single Soldier Barracks #2

Purpose: To outline Headquarters and Headquarters Company USMA Policy on Pets in Single Soldiers Barracks.

1. Pets are not allowed in the HHC Barracks with the exception of fish.
2. All fish bowls/tanks will be approved by the First Sergeant before being allowed in the barracks, and approved fish bowls/tanks will be properly maintained at all times.
3. The point of contact for this memorandum is the undersigned at joshua.klatzko@usma.edu (845) 938-3125.

A handwritten signature in black ink that reads "Joshua M. Klatzko".

JOSHUA M. KLATZKO
CPT, FA
Commanding



DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
HEADQUARTERS & HEADQUARTERS COMPANY
622 SWIFT ROAD
WEST POINT, NEW YORK 10996

MAAG-H

10 August 2012

MEMORANDUM FOR RECORD

SUBJECT: Open Door Policy - Commander's Policy Memorandum #3

1. Purpose: To outline Headquarters and Headquarters Company, USMA Open Door Policy.
2. Summary: Soldiers should utilize the Chain of Command, particularly the Noncommissioned Officer Support Channel to resolve concerns. Soldiers are required to notify the chain of command prior to seeing me under this policy.
3. Soldiers have the right to see me. The Open Door Policy provides the opportunity for a Soldier to air any issue, grievance, seek advice and/or to offer a suggestion that has not been adequately addressed by his/her Chain of Command. In the Headquarters Company, if my door is open, it is open to any Soldier.
4. Out of respect for the Chain of Command and for all Soldiers I will lay some ground rules to be followed in most circumstances. However, all rules are negotiable based on the severity of the issue.
 - a. I require all to first use their Chain of Command to seek resolution to any issue, grievance, or suggestion. If the issue is of such a nature that you do not feel comfortable utilizing your immediate Chain of Command, take advantage of the Open Door Policy, but notify your chain of command prior to seeing me formally.
 - b. We are all Soldiers. We are mature, positive, and confident. Ensure you think through your issue and attempt to have a positive solution versus an ambiguous gripe prior to walking through my door.
 - c. Some issues may not have immediate solutions but advice is always available without a proposed solution. If you have a concern, professional or personal, I will always have time for the most senior to the most junior Soldier.
5. The Point of Contact for this Memorandum is the undersigned at Joshua.klatzko@usma.edu 845-938-3125.

A handwritten signature in black ink, appearing to read "Jim Klatzko".

JOSHUA M. KLATZKO
CPT, FA
Commanding



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
HEADQUARTERS & HEADQUARTERS COMPANY
622 SWIFT ROAD
WEST POINT, NEW YORK 10996

MAAG-H

10 August 2012

SUBJECT: Prevention of Sexual Harassment (POSH)#4

1. **PURPOSE.** To outline the Headquarters and Headquarters Company, USMA policy on Prevention of Sexual Harassment.

2. **REFERENCE.** AR 600-20, Army Command Policy, 18 March 2008/RAR 27 April 2010

3. **POLICY.**

a. Sexual harassment is unacceptable conduct and will not be tolerated in Headquarters and Headquarters Company. I expect everyone (Soldiers, Civilians, and Family members) to treat each other with dignity and respect. Sexual Harassment destroys teamwork and negatively affects our organization and our mission in developing leaders of character.

b. Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) Submission to or rejection of such conduct is made either explicitly or implicitly to a term or condition of a person's job, pay, career, or

(2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or

(3) Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive working environment.

4. **RESPONSIBILITIES.**

a. Prevention of sexual harassment is the responsibility of everyone.

b. It is each individual's responsibility to know what sexual harassment is, to never tolerate its occurrence, and to report any violations to the chain of command. Each individual shall support prevention of sexual harassment.

SUBJECT: Prevention of Sexual Harassment (POSH)

5. **PROCEDURES.** Individuals who perceive that they are being sexually harassed may confront the person responsible for the harassment, bring it to the chain of commands

MAAG-H

SUBJECT: Prevention of Sexual Harassment (POSH)

attention, or report the harassment to the appropriate authority or office (Equal Opportunity Advisors; Inspector General; Staff Judge Advocate; Chaplain; Chief, Housing Referral; Keller Army Community Hospital Staff; or the Provost Marshal). All complaints will be investigated thoroughly and expeditiously to ensure fairness. Rights of the victim and the accused will be protected and reprisal against individuals who allege unlawful discrimination will not be tolerated by this command.

6. EXPIRATION. This policy remains in effect until superseded or rescinded.
7. PROPONENT. The proponent for this command policy is the Equal Opportunity office at (845) 938-2581/7082 and the EEO Office at (845) 938-3052.
8. POC this memorandum is the undersigned at Joshua.klatzko@usma.edu (845) 938-3125



JOSHUA M. KLATZKO
CPT, FA
Commanding



DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
HEADQUARTERS & HEADQUARTERS COMPANY
622 SWIFT ROAD
WEST POINT, NEW YORK 10996

MAAG-H

10 August 2012

MEMORANDUM FOR RECORD #5

SUBJECT: Tobacco Use Policy

Purpose: To outline Headquarters and Headquarters Company, USMA Tobacco Use Policy.

1. Smoking is forbidden in the barracks. The designated smoking area for barracks residents and visitors is the parking lot adjacent to the Single Soldier Barracks. At no time will Soldiers smoke within 50 feet of the HHC barracks.
2. The only authorized smoking areas for Soldiers in the vicinity of Bldg. 621 are the bleachers (located at the BN basketball court) and the parking lot in front of Bldg. 621. At no time will Soldiers smoke within 50 feet of Bldg. 621.
3. The only authorized smoking areas for Soldiers in the vicinity of Bldg. 670 are the parking lot across from Bldg. 670 and the grassy areas on the north and south ends of Bldg. 670. At no time will Soldiers smoke within 50 feet of Bldg. 670 or the POL shed adjacent to it.
4. The point of contact for this memorandum is the undersigned at joshua.klatzko@usma.edu (845) 938-3125.

A handwritten signature in black ink, appearing to read "Joshua M. Klatzko".

JOSHUA M. KLATZKO
CPT, FA
Commanding



DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
HEADQUARTERS & HEADQUARTERS COMPANY
622 SWIFT ROAD
WEST POINT, NEW YORK 10996

MAAG-H

10 August 2012

MEMORANDUM FOR RECORD #6

SUBJECT: HHC, USMA, and Staff & Faculty out-processing procedures

Purpose: To outline Headquarters and Headquarters Company, USMA Out Processing Procedures.

1. This guidance is applicable to all personnel assigned or attached to HHC, USMA, and Staff & Faculty - United States Military Academy (USMA).
2. To out-process the Headquarters and Headquarters Company (HHC), United States Military Academy (USMA), every Soldier must schedule an appointment prior to the day of their final out appointment with the Directorate of Human Resources (DHR). All Soldiers must be in the designated duty uniform during in and out processing. Soldiers not in the duty uniform will not be allowed to in-process or out-process
3. Every Soldier must complete all areas of the out-processing checklist prior to the scheduled appointment with the exception of the following:
 - a. **Provost Marshal Office (PMO)**
 - b. **Family Housing**
 - c. **All items in Building 622 DHR.**
4. To schedule an appointment contact the Human Resources Assistant at 845-938-8876.
5. The HHC is located in Building 622 Swift Road.
6. Point of Contact for this memorandum is the undersigned at joshua.klatzko@usma.edu (845)-938-3125.

JOSHUA M. KLATZKO
CPT, FA
Commanding





DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
HEADQUARTERS & HEADQUARTERS COMPANY
622 SWIFT ROAD
WEST POINT, NEW YORK 10996

MAAG-H

10 August 2012

MEMORANDUM THRU Chief of Staff, United States Military Academy, BLDG 600, West Point, NY 10996

SUBJECT: Privately Owned Firearms (POF) Registration Policy #7

Purpose: To outline headquarters and Headquarters Company, USMA Privately Owned Firearms Registrations Policy.

1. REFERENCES:

a. Required References:

- (1) AR 190-11, Physical Security of Arms, Ammunition, and Explosives, dated 15 November 2006.
- (2) AR 190-14, Carrying of Firearms, dated 12 March 1993.
- (3) USMA Regulation 215-5, MWR, Hunting Fishing, Trapping and Boating, dated 15 October 2008.
- (4) USMA Regulation 385-11, Safety, Range and Training Complex Regulation, dated 1 June 1998.

2. PURPOSE: This memorandum establishes policy regarding the registration of privately owned firearms (POF).

3. APPLICABILITY: This policy applies to all personnel residing on, working on, or visiting West Point. The provisions of the memorandum are punitive, and subject the Soldier to prosecution under the Uniform Code of Military Justice (UCMJ). Violations of this policy by Family members, civilian employees, or other civilians, may furnish the basis for appropriate administrative action for misconduct and/or civilian criminal liability.

4. POLICY:

a. Registration and Storage:

(1) All personnel assigned to HHC USMA West Point are required to register and POF with the Provost Marshal's Vehicle Registration Office, Building 616, within three duty days after purchase. In the event that a weapon's is brought on to the Installation in a shipment of household goods (HHG), the weapon must be registered within three duty days after it is received in the HHG shipment. A POF will not be stored off the Installations at a third party residence. Soldiers are responsible for all POF's belonging to a Family member residing in their quarters or visiting for any period longer than 72 hours.

MAAG-H

SUBJECT: Privately Owned Firearms (POF) Registration Policy

(2) New arrivals, Soldiers assigned temporarily, or other personnel not permanently assigned to a unit, may temporarily store their POF in the Military Police Company's Arms Room located at Building 686. Coordination of temporary storage may be arranged by calling (845) 938-8848.

(3) With the exception of a unit arms room, individuals will not possess or store POF in any part of any barracks, dining facility, office, motor pool, other unit area or vehicle.

b. Transport and Use:

(1) Individuals may possess, transport and use POF on West Point for marksmanship activities in authorized areas determined by West Point Range Control. A POF may be used in the designated hunting areas. A POF may be removed from the arms room after coordination with the Military Police.

(2) Individuals entering the Installation with a POF must report the possession of the POF immediately at the access control point (ACP). If the ACP is not manned, the report will be made by telephonically contacting the MP Desk Sergeant at Bldg 616, Swift Road, (845) 938-3333/3312/4172.

(3) Individuals under the age of 18 may possess, transport and use a POF only under adult supervision. Service member are responsible for the actions of their minor Family members and guests while on the Installations.

(4) With the exception of Federal, state and local law enforcement personnel authorized to carry weapons in the performance of their official duties, individuals will not carry a POF on their person. This applies to any state-registered concealed weapons permit holder.

(5) Service members will not possess, transport or use a POF during a military exercise or deployment, unless authorized, in writing, by the Garrison Commander.

(6) While in vehicles, any POF will be kept unloaded and will not be stored under the car seat or in a console. The POF will be stored in a glove compartment or a locked box, not easily assessable by occupants.

c. Transfer of Ownership of POF:

(1) Individuals will immediately notify the Military Police Vehicle Registrations Office if they sell weapon, permanently change station (PCS), separate from the military, or change

MAAG-H

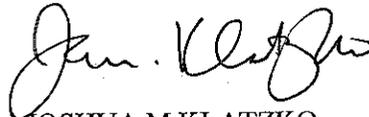
SUBJECT: Privately Owned Firearms (POF) Registration Policy

Custody of the weapon. Notification will only be accepted in person and with proper verification documents such as a bill of sale, bill of lading by an authorized weapons dealer, or a notarized memorandum. Personnel separating from the service may provide a copy of their orders.

(2) Any lost or stolen POF will be immediately reported to the Military Police (MP) Desk Sergeant at Building 616, Swift Road, at (845) 937-3333/3312/4172. A copy of the MP report or personal notification will also be made available to Vehicle Registration Office.

5. **PROPONENT:** Office of the Provost Marshal/Directorate of Emergency Services, Physical Security Section, (845) 938-5207. This policy memorandum will remain in effect until superseded or rescinded.

6. The Point of Contact for this Memorandum is the undersigned at joshua.klatzko@usma.edu (845)-938-3125



JOSHUA M KLATZKO
CPT, FA
Commanding



DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
HEADQUARTERS & HEADQUARTERS COMPANY
622 SWIFT ROAD
WEST POINT, NEW YORK 10996

REPLY TO
ATTENTION OF:

MAAG-H

10 August 2012

MEMORANDUM FOR ALL HHC USMA Personnel

SUBJECT: Equal Opportunity Policy #8

1. PURPOSE. To communicate the Headquarters and Headquarters Company, USMA Equal Opportunity Policy.

2. REFERENCE. AR 600-20, Army Command Policy, 18 March 2008/RAR 27 April 2010

3. POLICY.

a. The Headquarters and Headquarters Company will provide equal opportunity and fair treatment for all Soldiers, Civilians and Family Members without regard to race, color, religion, gender or national origin and provide an environment free of unlawful discrimination and offensive behavior. Unlawful discrimination in any form, on or off post, will not be condoned, practiced, or tolerated.

b. I hold all leaders responsible for ensuring fair and equitable treatment free of threats and reprisal for all Soldiers, Civilians and Family Members living and working on the installation. Ensuring equal opportunity is a standard of business that each of us must be committed to at all times. Our Nation's security and prosperity depends on our capability to develop and utilize the talents of our diverse population.

c. I encourage every member of this community to use their chain of command if they think they have been the subject of discrimination. Civilian employees may also use the services offered by the EEO program. Military personnel may also use the EO office.

4. EXPIRATION. This policy remains in effect until superseded or rescinded.

5. PROPONENT. The proponent of this command policy is the EO Office, (845) 938-2581/7082 and the EEO Office at (845) 938-3052.

6. The Point of Contact for this Memorandum is the undersigned at Joshua.klatzko@usma.edu (845)-938-3125

JOSHUA M. KLATZKO
CPT, FA
Commanding