



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Military Pass Program (Liberty)

Instruction 1327

(MPO)

SEP 10 2004

ABSTRACT

This Instruction outlines the policies concerning the Military Pass Program at the Uniformed Services University of the Health Sciences (USUHS). For Service specific guidance, consult the references in this Instruction.

A. Reissuance and Purpose. This Instruction reissues USUHS Instruction 1327^a, and establishes policies for passes that will:

1. Be consistent with requirements of the Directives issued by the separate Services, AR 600-8-10^b, NAVMILPERSMAN 3030100 and 2020150^c, Air Force Instruction 36-3003^d and PHS Personnel Instruction 1^e.

2. Provide respite from the working environment, or for other specific reasons.

B. References. See *Enclosure 1*.

C. Applicability. This Instruction applies to Army, Navy, Air Force, and Public Health Service personnel assigned to the USUHS.

D. Policy.

1. It is USUHS policy to grant liberty passes to military personnel to provide respite from the working environment or for other specific reasons. Supervisors are encouraged to grant military personnel passes to help foster high morale within the organization.

2. Types and Control of Passes.

a. Pass (Liberty). A pass, as differentiated from leave, is an authorized absence from the duty station, granted for a relatively short period, to provide respite from the working environment or for other specific reasons. Such authorized absences are not chargeable as leave.

b. Regular Pass. A pass period begins at the end of normal working hours on a given day, and expires with the start of normal working hours on the next working day. On weekends, this regular pass will usually be authorized to begin at the end of working hours on Friday afternoon until the beginning of normal working hours the following Monday morning.

c. Special Pass. A pass may be granted in special circumstances for the following reasons:

(1) As recognition for exceptional performance of duty, such as Service Member of the Quarter or Non-Commissioned Officer (NCO) of the Year.

(2) As compensatory time off for long deployments, following periods of continuous duty of excessive duration, or following duty on national holidays. There are two kinds of special passes: 3-day and 4-

day. The following stipulations also apply:

(a) 3-Day Special Pass: May include non-duty days, but must include at least 1 duty day. Special pass periods will begin at the end of normal working hours on a given day, and end with the start of normal working hours on a given day, such as from Monday afternoon until Thursday morning. Thus, the usual length of a Special Pass is about 64 hours, but may be extended to a maximum of 72 hours to fit the unit's operating schedule.

(b) 4-Day Special Pass: In unusual circumstances, if the Brigade Commander (BDE) or his designee deems it appropriate, a longer Special Pass period than outlined above may be granted. In such cases, the pass will begin at the end of normal working hours on a given day, and will include at least 2 consecutive non-duty days, such as from the end of work on Thursday afternoon until Monday morning. The length of such a pass is about 88 hours, but may be extended to a maximum of 96 hours to meet the unit's operating schedule. Under no circumstances will it exceed 96 hours.

3. Limitations.

a. Passes are not authorized as a substitute for ordinary leave when leave is more appropriate.

b. A pass is not issued to extend scheduled leave.

c. Passes shall not be granted in succession (e.g., a 3-day pass may not begin during or after a regular pass).

d. Passes are not authorized at the

beginning or end of a period of Temporary Duty (TDY) in order to extend the TDY period.

e. Special passes shall not:

(1) Exceed the maximum limits of 72 or 96 hours from the hour of departure from the permanent duty station, or location from which the member regularly commutes to work, to the hour of return to duty.

(2) Be granted in conjunction with leave.

(3) Be extended by combinations with public holidays, or other off-duty time when the combined total will exceed 72 or 96 hours.

(4) Be authorized without concurrence of the appropriate Dean, Chair, or Activity Head.

4. Compensatory Time Off.

When the operational situation permits, compensatory time off may be granted following duty on normal days off. Compensatory time off will be granted when possible on the first working day following the off-duty time when the member worked. Compensatory time is to be considered a regular pass.

E. Responsibilities.

1. Faculty and Staff shall submit requests for special passes on service specific leave forms.

2. Students shall comply with the pass policy established in the student handbook.

F. Procedures. *See Enclosure 2.*

G. Effective date. This Instruction is effective immediately.


Larry W. Laughlin, M.D., Ph.D.
Interim President

Enclosures:

1. References
2. Procedures

REFERENCES

- (a) USUHS Instruction 1327, "Military Pass Program (Liberty)," dated June 13, 1989 (hereby cancelled)
- (b) AR 600-8-10, "Leaves and Passes," dated July 1, 1994
- (c) NAVMILPERSMAN 3030100 AND 2020150, "Definition of Liberty" and "Policy concerning Liberty," dated March 23, 1988
- (d) Air Force Instruction 36.3003, "Military Leave Program" dated June 27, 1994
- (e) Personnel Instruction 1, Chapter CC29.1, Section F, "Station Leave," dated August 8, 1985

PROCEDURES

1. Requests shall be routed in the same fashion as leave requests, with the exception that all requests for passes must be approved by the appropriate Dean, Chair, or Activity Head.
2. Requests for passes in excess of 72 hours must be accompanied by a narrative justification.