



PARTNER LANGUAGE TRAINING CENTER EUROPE

Unit 24502
APO AE 09053



GCMC-PLT-D

27 November 2023

SUBJECT: Leave and Pass Policy for PLTCE Students

1. Purpose and Applicability. -To establish procedures for U.S. military and civilian personnel leave and pass submission and processing. This procedure applies to all students attending PLTCE.
2. Responsibilities.
 - a. Detachment First Sergeant
 - 1) Oversee the administration of the leave and pass program for PLTCE students, and provides regulatory guidance.
 - 2) Approve/Deny pass requests submitted by PLTCE students. Maintain a copy of the approved pass request for a period of one year.
 - 3) Ensure students comply with this policy.
 - b. Director
 - 1) Establish leave and pass monitoring/control procedures within his/her directorate.
 - 2) Ensure students comply with this policy.
3. Explanation of terms
 - a. **Leave.** Authorized absence from place of duty, chargeable against the student's leave account. Leave begins and ends at the place of duty or in the location from which the member regularly commutes to work.
 - b. **Pass.** A short, non-chargeable, authorized absence from post or place of duty during normal off duty hours is a regular pass. Non-duty periods of absence, other than the established or normal duty hours are considered as a pass period, to include official holidays. For example, a regular pass might extend from Friday after duty until 23:59 hrs on the following Monday (3-day weekend).
4. Administrative requirement for leave - Ordinary leave is not authorized for students while attending PLTCE.

5. Administrative requirement for pass request:

- a. Weekend Passes must be submitted at least two days prior to the start of the pass.
 - b. Pass will begin and end at the place of duty or in the location from which the student regularly commutes to school.
 - c. Students traveling on a Pass outside of Germany will physically carry a copy of their approved pass form at all times.
 - d. Students will submit a pass request for any travel outside of Garmisch area.
 - e. Students are NOT authorized overnight passes during school days.
 - f. All students, regardless of military status or Service, will utilize DA Form 31 to request a pass. Students are not required to sign out/in for regular pass.
 - g. All Passes will include a contact telephone number, preferably a mobile number, in case of emergencies.
 - h. Student must be in possession of a valid U.S. passport for travel to Austria. Passes to Austria will not be approved if the student fails to present a copy of the passport with the pass request form.
 - i. PLTCE First Sergeant is the approving authority for passes for all students regardless of rank or civilian status.
6. Failure to adhere to the above guidance may result in dismissal from the course.
7. POC for this policy is the SFC Rocha, Jose at DSN 440-3487, or jose.rocha@marshallcenter.org.

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PLTCE / AD - 00
Director