



DEPARTMENT OF THE ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF G-1  
300 ARMY PENTAGON  
WASHINGTON DC 20310-0300

DAPE-PR

7 March 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Implementation Guidance for Designation of Duty in Support of Operational Deployments and In-patient Hospitalized Soldiers as Qualifying for Special Leave Accrual (SLA)

1. References:

- a. Title 10, United States Code, § 701.
- b. Department of Defense Instruction 1327.06 (Leave and Liberty Policy and Procedures), June 16, 2009, Incorporating Change 2, effective August 13, 2013.
- c. Army Regulation 600-8-10 (Leaves and Passes), 15 February 2006, Incorporating Rapid Action Revision Issue Date: 4 August 2011.
- d. Memorandum, Secretary of the Army, 26 January 2015, Subject: Designation of Duty in Support of Operational Deployments and In-patient Hospitalized Soldiers as Qualifying for Special Leave Accrual.
- e. ALARACT 024/2015 Designation of Duty in Support of Operational Deployments and In-Patient Hospitalized Soldiers as Qualifying Duty for Special Leave Accrual, 28 January 2015.

2. Purpose. This implementation guidance outlines the processes for Soldiers to obtain SLA for operational deployments of 120 continuous days or longer in a leave restricted area that prevented the use of accrued annual leave or in-patient hospitalization of at least 120 days due to line of duty injuries caused the Soldier to lose accrued annual leave at the end of the fiscal year.

3. Applicability. This guidance applies to active duty Soldiers, both active and reserve component, with service on qualifying operational deployments or in-patient hospitalization.

4. Coordinating Instructions.

- a. Army Service Component Command (ASCC) commanders possess the authority, without further delegation, to declare a leave restricted area for operational deployments that prevents the use of accrued annual leave. Hospital commanders

DAPE-PR

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possess the authority, without further delegation, to declare in-patient hospitalization due to line of duty injuries caused the Soldier to lose accrued annual leave at the end of the fiscal year.

b. Soldiers and the chain-of-command will ensure that requests for SLA satisfy the three requirements specified by the Secretary of the Army in Reference 1d.

(1) Soldier is deployed away from a permanent duty station to an operational deployment, or Soldier is hospitalized as a result of injuries incurred in the line of duty.

(2) Deployment must have a duration of at least 120 continuous days, or hospitalization must be for at least 120 days.

(3) Deployment must be designated as leave restricted by the ASCC commander with authority over the geographic area where the deployment took place, or the hospital commander must attest that in-patient hospitalization due to line of duty injuries caused the Soldier to lose accrued annual leave at the end of the fiscal year.

c. Automatic process. For deployments where Deployed Theater Accountability Software (DTAS) is employed to maintain accountability of personnel, credit for SLA is automatic and no manual request for SLA is required provided DFAS has the ASCC commander's designation of leave restriction on file. Automatic credit for SLA is still dependent on satisfying above stated criteria. Personnel offices (G-1/S-1) will determine and inform if DTAS is employed.

d. Manual process. Unit S-1 or personnel offices are the point of entry for manual SLA requests and will ensure uniform compilation of manual SLA requests. Personnel offices may accept, process, and submit requests for SLA any time after commencement of deployment.

(1) Manual individual requests will include: orders, hospital commander or battalion commander or higher approved Department of the Army (DA) Form 4187, spreadsheet template with required fields filled out, and leave prohibition memorandum/policy from the appropriate ASCC Commander if not related to hospitalization.

(2) Manual group requests will include: battalion commander or higher approved DA Form 4187, spreadsheet template with required fields filled out, and leave prohibition memorandum/policy from the appropriate ASCC commander if not related to hospitalization. No orders are required for group requests given required information listed within spreadsheet template.

5. Responsibilities of S-1/G-1.

DAPE-PR

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a. Personnel offices will serve as the single point of entry for units or individual Soldiers to manually request SLA under conditions described above.

b. G-1 and S-1 offices will customize the enclosed templates with appropriate addressees before distribution to prospective applicants. Addressees will include battalion level commander or higher and the servicing finance office or Defense Military Pay Office. The Defense Finance Accounting Service (DFAS) address is correct and should not be changed.

c. Personnel offices will review requests for completeness and accuracy before processing through command channels and subsequently routing to the supporting Finance unit or Defense Military Pay Office (DMPO).

d. Responsible for notifying units and/or individuals once notice is received from Finance/DMPO that DFAS has completed the SLA request.

e. Advise commanders that the ASCC CG possesses the authority to declare leave restriction for areas/missions.

6. Responsibilities of Finance Offices or DMPOs.

a. Finance offices or DMPOs will review requests for completeness and accuracy.

b. Responsible for forwarding to DFAS for final processing in accordance with implementation instructions from DFAS.

c. Will function as intermediary between S-1/G-1 offices and DFAS.

7. Point of contact for this implementation guidance may be reached at [usarmy.pentagon.hqda-dcs-g-1.mbx.dape-prctravel@mail.mil](mailto:usarmy.pentagon.hqda-dcs-g-1.mbx.dape-prctravel@mail.mil).

4 Encls

1. Template for SLA requests
2. Template DA Form 4187 (group)
3. Template DA Form 4187 (individual)
4. SECARMY Memo, 26 Jan 15



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