



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 3<sup>rd</sup> Battalion 381<sup>st</sup> Regiment (TS)  
310 Armed Forces Drive  
GRAND PRAIRIE, TEXAS 75051

REPLY TO  
ATTENTION OF

AFKR-TTC-BD-DBN

27 April 2004

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: Battalion Policy Letter #9: Compensatory Time, Leave and Pass Policy

1. Members of the battalion will spend many weekends in the field conducting training for our client units.
  2. Battalion soldiers working on weekends will receive, as a minimum, one day of compensatory time for each weekend that they work. Compensatory time cannot be accrued and must be taken within 14 days of being earned.
  3. Compensatory time will not exceed 96 hours in duration. Soldiers will complete required recovery tasks, reports, equipment serviced, and TDY submissions prior to compensatory time taken.
  4. All soldiers are encouraged to take 30 days of leave per year. Due to heavy commitments for summer and weekend training, the battalion may schedule block leave time for the entire unit. Taking leave over the Christmas holiday period is strongly encouraged.
  5. Regular Passes will start at the end of normal duty day and will end at the beginning of the normal duty day.
  6. Special Passes: A 3-day pass will include at least 1 duty day. A 4-day pass must include at least 2 consecutive non-duty days.  
Example: 3-day pass Tuesday, Wednesday, and Thursday.  
4-day pass Saturday, Sunday, Monday, and Tuesday.
5. Ready and Alert!

FERNANDO GUTIERREZ  
LTC, QM  
Commanding