



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN
UNIT 45005
APO AP 96343-5005

APAJ-GA

03 Sep 2019

COMMAND POLICY MEMORANDUM 19-07

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SUBJECT: U.S. Army Japan (USARJ) Leave, Pass and Curfew Policy

1. References.

a. Army Regulation (AR) 600-8-10, Leaves and Passes, Rapid Action Review (RAR), 04 August 2011.

b. The Joint Travel Regulation, Chapter 7, Part A, Section 3, 01 July 2016.

c. US Forces Japan (USFJ) Liberty Order for All US Military Forces Located and Operating in Japan, 12 July 2016.

d. USPACOM Instruction 0201.2, Environmental and Morale Leave Program in US Pacific Command, 23 August 2012.

2. Purpose. This policy establishes USARJ leave and pass procedures in accordance with Army Regulation and USFJ policy.

3. Applicability. This policy applies to all U.S. Army Soldiers located and operating in Japan.

4. Policy. Travelling on leave or pass in an overseas area requires additional planning and scrutiny due to security concerns. The following policy is for all Army Forces in Japan regardless of status (Active Duty, Reserve Component, Temporary Duty [TDY], and uniformed military personnel on leave in Japan but not stationed in Japan). All commanders will establish a leave and pass program that ensures the following:

a. Maintains 100% accountability of the unit formation at all times.

b. Minimizes lost leave.

c. Provides advanced notice of restricted leave periods due to mission requirements and exercises with a minimum 6-week advanced notice.

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d. All Soldiers and DACs must review individual country specific information in the DoD Foreign Clearance Guide (electronic) to determine additional travel requirements for specific country at the following link prior to submitting a leave request: <https://www.fcg.pentagon.mil/fcg.cfm>. If applicable, all Soldiers and DACs must complete an Individual Antiterrorism Plan (IATP) and applicable Aircraft and Personnel Automated Clearance Systems (APACS) request with the S2/G2 prior to travel. This is especially important for Soldiers and Department of the Army (DAC) Civilians who hold a Top Secret/Sensitive Compartmented Information (TS/SCI) clearance.

5. Distance restrictions.

a. All travel outside of a 150 kilometer (~93 mile) radius from a Soldier's designated quarters in Japan or to another country in the region requires an approved DA Form 31 for leave or pass. Commanders will post a map designating the approximate 150 km radius from their headquarters to aid Soldiers in planning leaves and passes.

b. Commanders will establish internal procedures to maintain accountability of Soldiers travelling overnight but within the 150km (~93 mile) radius to include unforeseen situations where completing a DA Form 31 is not practical.

6. Pass privilege. Passes may be granted for not more than four (4) consecutive days and must include a weekend.

a. Commanders will immediately suspend a Soldier's pass privileges pending investigation by law enforcement officials for:

(1) Any form of misconduct.

(2) Any alcohol or drug-related incident.

(3) Theft, trespassing, etc.

(4) Investigation of any offense under the U.S./Japan Status of Forces Agreement that also involves assault, alcohol or illegal substances.

The suspension will last for the duration of the international hold, pending completion of the investigation and any host-nation judicial action that may follow.

7. Curfew. Soldiers in the grade of E-5 and below, regardless of marital status, will abide by the off-installation curfew which is in effect from 0100-0500 hours every day of the year. By 0100 hours, Soldiers in the grade of E-5 and below will be on their assigned installation or inside their command-approved off-post residence. Soldiers E-5 and below sleeping in a domicile other than his/her assigned government quarters are required to be on an approved DA Form 31 for either leave or pass purposes. A

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Commander, Lieutenant Colonel (O-5) or higher in the chain of command can approve a Soldier to remain off-post overnight, during unforeseen circumstances that necessitate remaining off-post overnight when no DA Form 31 has been authorized, Soldiers will comply with local command procedures.

8. Environmental Morale Leave (EML).

a. Policy. IAW USAPACOMINST 0201.2, Japan is an authorized unfunded EML location. Unfunded EML provides use of DOD-owned or controlled aircraft on a space available basis for morale leave at traveler's own expense. EML is a chargeable leave program and includes all travel to and from EML destination.

b. EML is for Soldiers and their command-sponsored dependents. Except for "dependent-restricted" tours, EML will not be taken in first or last six (6) months of a Soldier's tour of duty and no more than two EML period in a one year period. This may be waived on case by case basis.

9. Emergency Leave.

a. Emergency leave is funded from unit operational budgets and is difficult to predict or budget. USARJ units will use a centralized fund code established by the G8 to authorized and track emergency leave expenses.

b. Tenant and partner units within Japan should coordinate with their parent units for guidance on funding emergency leave requests and any required adjustments to their operational budgets.

10. Questions pertaining to this leave policy should be referred to your Chain of Command.

11. The POC for this memorandum is the USARJ G1 office at 262-4000.

VIET X. LUONG
MG, USA
Commanding

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