MEMORANDUM FOR Record

SUBJECT: Cowboy Battalion Leave Sign Out Procedures: Military


2. Military Leave Sign-Out Procedures
   a. Individual requesting leave generates Request and Authority for Leave (DA-31).
   b. DA-31 is signed by individual, Block 14, requesting leave and forwarded to Senior Military Instructor (SMI) with a current copy of the individuals LES. It will be reviewed for administrative content. If the DA31 is error free it will be forwarded to the appropriate supervisor and approval authority for signature.
   c. DA-31 after final approval will be sent back to the SMI.
   d. SMI will forward to the HRA requesting control number.
   e. HRA will forward to 5th BDE S-1 and request a control number for each DA-31 submitted. Upon return, HRA will forward the control numbers to the SMI.
   f. The individual taking leave will sign out on leave with the SMI. This can be done telephonically if pre-coordinated through the SMI.
   g. The individual taking leave will sign in with the SMI. This can be done telephonically if pre-coordinated through the SMI.
   h. SMI, XO, or PMS is responsible for Blocks 15, and 16 on the DA-31
   i. Once the leave form is complete with signatures the SMI will forward to the HRA who will forward to BDE S-1 for processing.
   j. A digital copy of the DA-31 will be maintained by the HRA and SMI for record.
   k. All email traffic pertaining to leave internally and with 5th BDE will have the XO on the cc line.
   l. In the event of Emergency Leave or when the primary POC is unavailable the alternate POC will be the XO.
4. **POINTS OF CONTACT:** SMI Primary: MSG Fleck at 405-744-1946, 931-472-8620
   william.fleck@okstate.edu or XO Alternate: MAJ Lawson at 405-744-8668
   michael.lawson10@okstate.edu

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