



**United States Army
Soldier Support Institute**

Adjutant General School

**Career Program (CP) 50
Advanced Course**

ADMINISTER LEAVES AND PASSES

Practical Exercise

JUN 2015

STUDENT INSTRUCTIONS

OBJECTIVE: This practical exercise (PE) is designed to measure your ability to Administer Leaves and Passes. You will demonstrate your learned knowledge by identifying requirements and regulatory guidance associated with Leaves and Passes Program.

MATERIALS REQUIRED:

- a. Answer sheet
- b. Pencil / Pen
- e. AR 600-8-10

INSTRUCTIONS:

- a. This PE contains 5 short answer and fill-in-the-blank questions. Determine the correct response for each question or situation – cite the regulatory reference you used. There is only one correct answer for each question. Ensure that the question number on PE corresponds with your answer on the answer sheet.
- b. **WORK ON THIS PE WILL BE IN YOUR SMALL GROUPS.** Record your answers and be prepared to discuss / defend your answers in plenary session.
- c. Groups will have 20 minutes to complete this PE. When your group has completed the PE exit the classroom until the designated critique time.

**PRACTICAL EXERCISE
ADMINISTER SOLDIER ACTIONS**

1. Soldiers on active duty earn 30 days of leave a year with pay and allowances at the rate of 2.5 days a month. Name three of seven occurrences where this entitlement is excluded.

2. _____, a non-chargeable absence, may be authorized for Soldiers who participate in boy or girl scouting activities.

3. Which type of chargeable leave program authorizes use of ordinary leave to allow Soldiers leave away from hostile fire and imminent danger areas?

4. When does holiday leave count as chargeable leave?

5. Can a pass be taken in conjunction with Leave? Explain your answer.