

STATE OF OHIO  
ADJUTANT GENERAL'S DEPARTMENT  
2825 West Dublin Granville Road  
Columbus, Ohio 43235-2789

NGOH-HRO-AGR

22 January 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Manual DA Form 31 and Leave Administration for Army Active Guard/Reserve (AGR) and Full Time National Guard (FTNGD) Personnel (HRO-AGR #16-001)

**1. References.**

a. AR 600-8-10, 16 February 2006, Leaves and Passes.

b. NGR (AR) 600-5, para 3-8, 21 September 2015, The Active Guard/Reserve (AGR) Program Title 32, Full-time National Guard Duty (FTNGD).

**2. Cancellation.** This memorandum supersedes AGOH-HRO-AGR Memorandum of Instruction – Leave Administration and Accountability for Active Guard/Reserve (AGR) Personnel (Army), 1 Jul 05.

**3. Policy and Scope.** The automated personnel leave and passes control program, "LeaveLog" will become non-operational on 1 February 2016. There is no projected date for restoring the LeaveLog program. Please review the applicable tables in AR 600-8-10, Leaves and Passes, 15 February 2006, for guidance on the establishment and operations of unit personnel leave and passes control programs.

4. Service members who are signed in from leave using the LeaveLog system on or before 31 January 2016, will have their leave transactions processed and submitted to DFAS automatically. Service members who have approved leave in LeaveLog, but are not signed in on or before 31 January 2016, should print their electronic DA Form 31 from LeaveLog prior to 1 February 2016, in order to continue processing their DA Form 31 in accordance with the procedures outlined within AR 600-8-10.

5. Procedures and Responsibilities for processing DA Form 31.

**a. The individual AGR/FTNGD Soldier will:**

(1) Follow leave processing steps as outlined in appropriate tables in AR 600-8-

(2) Initiate and submit electronic DA Form 31 (Request and Authority for Leave) to his/her full-time supervisor for approval by completing blocks 2 through 11 (as outlined in AR 600-8-10, figure 12-1).

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(3) Retain a copy of the approved leave form and keep with him/her during the period of leave.

**b. The full-time supervisor of the AGR/FTNGD Soldier will:**

(1) Approve or deny requests for leave and pass periods, IAW AR 600-8-10. If the leave request is approved, the supervisor will complete both blocks 12 and 13. If the request is disapproved, the supervisor will complete block 13 and provide explanation in block 17.

(2) Complete blocks 14 through 16 (block 15 when required).

(3) When Soldiers return from approved leave, complete block 17 "Chargeable leave is from \_\_\_\_\_ to \_\_\_\_\_."

(4) Utilizing the Personnel Action Tracker (PAT), forward a copy of the completed DA Form 31 to Battalion S1 or next higher headquarters S1.

**c. The Battalion or Higher HQ Administrative Officer (or full-time designee) will:**

(1) Follow leave processing steps as outlined in appropriate tables in AR 600-8-10. (Except adding the Leave Control Number).

(2) Review DA Form 31 for accuracy and completeness.

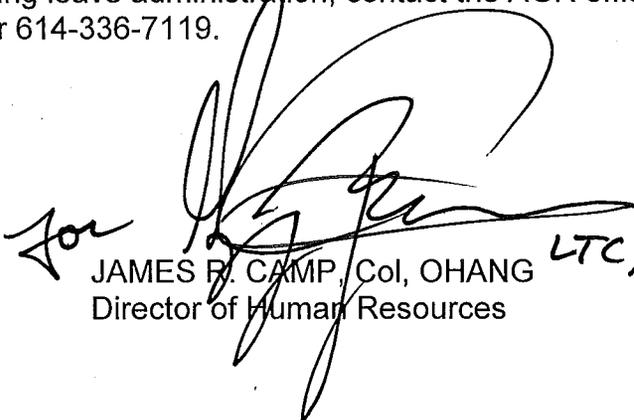
(3) Utilizing Personnel Action Tracker (PAT), forward a copy of the completed DA Form 31 to the AGR Office for issuance of control number and processing through military pay.

6. For additional information regarding leave administration, contact the AGR office (NGOH-HRO-M) at 614-336-7122 or 614-336-7119.

FOR THE ADJUTANT GENERAL:

Encl  
Fillable PDF DA Form 31

DISTRIBUTION:  
AD

  
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Director of Human Resources