



**DEPARTMENT OF THE ARMY
WARRIOR TRANSITION COMMAND
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ALEXANDRIA, VIRGINIA 22332-2500**

MCWT-OPT-P

30 OCT 2012
WCTP Policy Memo 12-007

Expires: 30 OCT 2014

MEMORANDUM FOR COMMANDERS, US Medical Command Regional Medical Commands

SUBJECT: Policy Memorandum - Respite Pass for Warrior Transition Unit (WTU)/Community Base Warrior Transition Unit (CBWTU) Cadre Members

1. References:

- a. AR 600-8-10, Leaves and Passes, RAR 4 August 2011.
- b. Department of Defense Instruction (0001) 1400.25-M. Subpart 1406, Attendance and Leave, December 1996, Change 18, 28 October 2004.
- c. Department of Defense Instruction 1400.25-V451, Awards, December 1996.

2. Purpose: To provide policy for the Cadre Respite Program that ensures company-level cadre members receive a quarterly respite away from their demanding responsibilities IAW AR 600-8-10, paragraph 5-29, *Rules to grant special passes*, and references 1b & 1c above. The intent of this policy is to increase resiliency among the staff at the Warrior Transition Units (WTU)/Community Based Warrior Transition Units (CBWTU).

3. Proponent: The proponent for this policy is the Warrior Transition Command (WTC), G-1.

4. Applicability: This memorandum applies to military and Department of the Army (DA) civilian members of the interdisciplinary team assigned and working in a WTU/CBWTU.

5. General: WTU/CBWTU cadre work diligently to ensure the health, welfare and successful transition of Soldiers. This program will ensure cadre wellbeing through a regular and unhindered recharging period.

6. Requirements:

- a. Military Personnel. Commanders and First Sergeants will create an official respite program that will allow the company-level cadre members of the interdisciplinary team, a quarterly four-day special pass period of unhindered time

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away from the demands of caring for Soldiers. This program does not limit a commander's discretion to reward any other special pass to a deserving member of the cadre, consistent with applicable personnel policies and regulations.

b. DA Civilian. Commanders should allow the use of compensatory time, annual leave, or time-off awards for DA civilian members of the interdisciplinary team to accomplish the purpose of this policy.

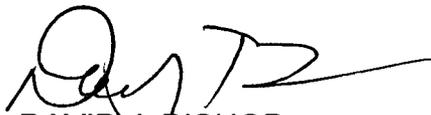
c. All WTU/CBWTU Commanders, Command Sergeants Major, and First Sergeants should identify and adopt best practices for the implementation and execution of this program. Commanders will ensure cadre members of the interdisciplinary team:

(1) Temporarily hand over their Soldiers' files and responsibilities to another Command-designated Noncommissioned Officer or Officer.

(2) Temporarily turn over their government-issued Blackberry devices.

(3) Have minimal, if any, contact with their Soldiers during the respite pass period.

(4) Use their earned Post Deployment/Mobilization Respite Absence (PDMRA) administrative time off in lieu of this special pass.



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