



DEPARTMENT OF THE ARMY
WARRIOR TRANSITION COMMAND
200 STOVALL STREET
ALEXANDRIA, VIRGINIA 22332-2500

MCWT-PER

08 AUG 2014
WCTP Policy Memo 14-007

Expires: 08 AUG 2016

MEMORANDUM FOR COMMANDERS, US Army Medical Command Regional
Medical Commands

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

1. References:

- a. AR 600-8-10, Leaves and Passes, 15 February 2006, RAR, 4 August 2011.
- b. Department of Defense Instruction (0001) 1400.25-M, Subchapter 1406, Attendance and Leave, December 1996, Change 18, 28 October 2007.
- c. Department of Defense Instruction 1400.25, Volume 451, DoD Civilian Personnel Management System: Awards, 4 November 2013.

2. Purpose: To provide policy for the Cadre Respite Program that ensures company-level cadre members receive a quarterly respite from their demanding responsibilities in accordance with 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.

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.

5. General: WTU cadre work diligently to ensure the health, welfare and successful transition of Soldiers, often performing continuous duty of excessive duration. This program will assist with cadre well-being through a regular and unhindered recharging period.

6. Requirements:

- a. Military Personnel. Commanders and first sergeants will create an official respite program that allows the company-level cadre members of the interdisciplinary team, a quarterly four-day special pass period of unhindered time away from the

MCWT-PER

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

demands of caring for Soldiers in accordance with the parameters set forth in AR 600-8-10, paragraph 5-29. 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. If possible, 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 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 communication (Blackberry) devices.

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



CHRIS R. TONER
Colonel, IN
Assistant Surgeon General
for Warrior Care and Transition and
Commander, Warrior Transition Command