



DEPARTMENT OF THE ARMY

WARRIOR TRANSITION COMMAND
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WTC Policy Memo 10-007
29 September 2010

MCWT-CG

Expires: 29 September 2012

MEMORANDUM FOR COMMANDERS, REGIONAL MEDICAL COMMANDS

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

1. References:

a. AR 600-8-10, Leaves and Passes, 15 March 2006.

b. Department of Defense Instruction (DoDI) 1400.25-M. Subpart 1406, October 2004.

2. Purpose: To implement a Cadre Respite Program that ensures company-level cadre members receive a quarterly respite away from their demanding responsibilities IAW 600-8-10, paragraph 5-29, *Rules to grant special passes*, and DODI 1400.25-M. 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. Applicability: This memorandum applies to all military and Department of the Army (DA) civilian personnel assigned and working in a WTU/CBWTU. Commanders should liberally allow the use of compensatory time or annual leave for DA civilians to accomplish the purpose of this policy.

4. General: WTU cadre work diligently to ensure the health, welfare and successful transitions of our Warriors in Transition (WTs). This program will ensure cadre well-being through a regular and unhindered recharging period.

5. Requirements:

a. Commanders and First Sergeants will create an official respite program that will give the company-level cadre a quarterly period of unhindered time away from the demands of Warrior Care. This program does not limit a Commander's prerogative to provide a special pass to any deserving member of the cadre, consistent with applicable personnel policies and regulations.

b. All WTU Commanders, Command Sergeants Major and First Sergeants are responsible for the implementation and execution of this program. Identified best practices included in successful WTU cadre respite programs are:

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(1) Cadre members temporarily hand over their assigned WT files and responsibilities to another Command-designated Noncommissioned Officer/Officer.

(2) Cadre members temporarily turn over their government-issued Blackberry devices.

(3) Cadre members have minimal, if any, contact with WTs in their care during the respite period.

c. Cadre with earned Post Deployment/Mobilization Respite Absence (PDMRA) are recommended to use this additional administrative time off in lieu of the Special Pass.

6. Point of contact for this policy is LTC Michael Mixen, Chief, WTC Plans, Policy and Procedures at (703) 428-8242 or e-mail: Michael.mixen@conus.army.mil.



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