



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
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ARLINGTON VA 22202

Personnel Policy Operations Message 08-017

{DateTod18 April 2008

MEMORANDUM FOR the Military Personnel Officers of all States, Puerto Rico, the Virgin Islands, and the District of Columbia
SUBJECT: Post Deployment and Mobilization Respite Absence (PDMRA) Interim Guidance

1. The following interim guidance is provided for the disposition of the DA Form 31 required for PDMRA usage to establish internal management controls and historical records for audit. The comprehensive ARNG policy is forth coming, pending final approval for an action plan to deliver the benefit to ARNG Soldiers who did not receive the benefit after 19 January 2007, and before Army implementing policy was published in August 2007.
2. The DA Form 31, Request and Authority for Leave form, is completed by unit administrators in theater prior to arrival at the DEMOB station. PDMRA can be requested on the same DA Form 31 as transitional leave. Specific entitlement guidance is provided in Chapter 8 of the HQDA G-1 Personnel Policy Guidance (PPG). In addition to that guidance, the option "OTHER" should be annotated in block 7 (TYPE OF LEAVE) on the leave form, and the words "TRANSITIONAL/RESPITE" should be written in this block. A combined total of the amount of leave can be annotated in block 9, however the dates should be left blank for a final calculation of the REFRAD date upon arrival at the DEMOB station. Block 17, (REMARKS) should show a break-out of the different types of leave being requested. PDMRA will be incorporated into the expedited/rapid revision of the Army Regulation (AR) 600-8-10, Leaves and Passes.
3. All PDMRA leave forms will be indexed in iPERMS as "DA31 RESPITE LEAVE". Access requests for iPERMS should be submitted through NGB-ARP-C to Mr. Vernell Hill at DSN 327-9110, 703-607-9110, or through email at Vernell.E.Hill@ng.army.mil.
4. The primary POC for this interim guidance and PDMRA questions is CPT Trenia Coleman at (703) 607-8684, or email at trenia.coleman@us.army.mil.

A handwritten signature in blue ink, appearing to read "D. Sheridan", is located in the bottom right area of the page.

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DAVID P. SHERIDAN
COL, GS
Chief, Personnel Policy
and Readiness Division