



DEPARTMENT OF THE ARMY
US ARMY COMBINED ARMS CENTER AND FORT LEAVENWORTH
OFFICE OF THE ADJUTANT GENERAL
861 MCCLELLAN AVENUE
FORT LEAVENWORTH, KANSAS 66027-1361

ATZL-GCA-D

18 May 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Use of Transition Permissive TDY (PTDY)

1. Reference: AR 600-8-10, Leaves and Passes, paragraph 5-35, 31 July 2003.
2. PTDY must be approved by Commanders, it is an “authorization” not an “entitlement”.
3. **Soldiers wishing to use transition PTDY in a series of 5 day increments (Monday through Friday, not to exceed 20 days).** When used this way, PTDY begins 0001 on Monday and ends 2400 Friday on post, duty location, or at location where soldier regularly commutes to and from work. Once the Soldier permanently departs the duty installation they cannot use PTDY in increments. Soldiers using PTDY in this manner CANNOT use it in conjunction with any scheduled transition/ordinary leave. There must be at least one duty day break between the end of PTDY and beginning of transition leave. Upon return from PTDY, the soldier would outprocess the Transition Point on that one duty day break and then depart Fort Leavenworth on the first day of transition leave. Soldiers CANNOT start employment in PTDY status.
4. **Soldiers wishing to take PTDY in one 20 day period.** If the soldier is requesting to take transition PTDY in one period (NTE 20 days), it CAN be utilized in conjunction with the transition leave. Soldiers who request to take the entire transition PTDY period as one absence may be granted transition (ordinary) leave without a duty day between the two periods of absence. The soldier will outprocess on the last duty day preceding the start of PTDY and depart Fort Leavenworth on the first day of PTDY. Transition leave will begin immediately after the PTDY ends. Soldiers CANNOT start employment in PTDY status. Soldiers with an approved partial period of transition PTDY, as part of a series of trips, in combination with transition leave are not required to complete a duty day between the two absences.
5. **Soldiers wishing to take PTDY without Transition Leave.** Soldiers not taking transition leave may request to take PTDY in one 20 day period and outprocess on the duty day following the completion of transition PTDY. Soldiers CANNOT start employment in PTDY status. Keep in mind that PTDY begins and ends at duty location, or at location where soldier regularly commutes to and from work.

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6. This memorandum supersedes memorandum, same subject, dated 21 March 2003. For questions or clarification of any portion of this memorandum, please contact Retirement Services at 684-2425 or Transition Point at 684-2426 or 684-2428.

FOR THE COMMANDER:

//original signed//
VICTORIA L. WELLS
Adjutant General

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