

Normal Process for Soldiers Requesting NMA Leave

1. A Soldier requests NMA Leave by providing medical documentation to their chain of command for approval by their O-5 commander to approve an initial 10-days, when the Soldier's presence is deemed essential by the patient's attending physician or hospital commander to either:

a. Accompany a dependent patient to a designated medical facility as a non-medical attendant

OR

b. Join a dependent patient.

2. If medical documentation deems the Soldier's presence is required beyond the initial 10-days:

a. The O-5 commander's staff should immediately begin a Non-medical Attendant Exception to Policy (NMA ETP) request memorandum and packet.

b. An Ordinary (chargeable) Leave request should be completed and approved for the additional days, so the Soldier will be maintained in an appropriate accountability status while not PDY.

3. Upon receipt of the NMA ETP request packet at HRC Leaves & Passes, the request begins the process of verification and approval.

a. Requests of 30-days or less will be processed within HRC.

b. Requests of 31-days or greater will be processed through HRC to HQDA G1.

4. Once approval has been completed, HRC will provide the requesting unit with the signed approval memorandum. The Soldier's unit S-1 will review the memorandum for the inclusive dates that were approved and reconcile the Ordinary (chargeable) Leave with their servicing DMPO/AMPO using the approval memorandum. Reconciliation (recoupment) should be completed soonest, to ensure the Soldier's accrued leave balance is credited.

5. NMA requests exceeding 90-days. Prior to requesting a NMA ETP that exceeds a total of 90 days, commanders will:

a. Request an initial NMA ETP for 30-days. Additional requests can be submitted, if required, with new health care provider documentation regarding the specific need of the Soldier's continued presence.

b. Request a compassionate reassignment for Soldiers whose continued NMA presence will exceed 90-days outside the "local area" (as defined in paragraph 0206 of the Joint Travel Regulation). Specific compassionate circumstances and request requirements for enlisted and officers/warrant officers can be found in AR 614-100 and AR 614-200

6. In some situations, commanders could consider a Soldier for Telework as an alternative to extensive NMA Leave, IAW ALARACT 079/2022 (Personnel Accounting for Teleworking Soldiers) and DoDI 1035.01 (Telework Policy).

ABSENCE REQUEST -AUTHORIZATION AND APPROVAL DATA

THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974

INSTRUCTIONS TO SERVICE MEMBER

AUTHORITY FOR ABSENCE: This form contains the pertinent information that authorizes you to be away from your station or post. You must carry this form while on absence.

CHANGES: A Member who desires changes in authorized absence or does not begin absence on schedule **will** notify commander.

REPORTING: A Member **will** report to duty station not later than 2400 on the last day of absence (even if PCS orders contain a later reporting date)

CHARGEABLE DATES: The "Absence Start Date" and "Absence End Date" are to be used to compute chargeable time that will affect a Member's accrued balance for chargeable absences.

IMPORTANT: This form must remain in the Member's possession at all times while absent from duty station. To reprint the form, log into the IPPS-A system go to My Absences > View/Update Requests and find the appropriate request to print.

MEMBER ABSENCE INFORMATION - TRANSACTION NUMBER: 8349248

1. NAME SGT Doright, Dudley D.		2. DoDID 123456789	
3. ABSENCE TYPE ADM -03-ADMINISTRATIVE		4. ABSENCE REASON NON-MED ATTEND	
5. ABSENCE START DATE 2024-11-04	6. ABSENCE END DATE 2024-11-13	7. DATE OF DEPARTURE Not Applicable	8. DATE OF RETURN Not Applicable
9. ABSENCE ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER Contact Name: Dudley Doright Contact Phone: 5032151234 GEOLOC Code: xxxxxxxx Address Details:		10. DEPARTMENT/UIC & LOCATION INFORMATION 00247674/W04XAA - W04X USA YUMA PROVING GROUND 00023524 - YUMA PROVING GRND	
11a. REQUESTOR COMMENTS:			
11b. FINAL APPROVER COMMENTS:			
11c. ADMINISTRATIVE COMMENTS:			
12. SUPERVISOR NAME SFC JOE SMITH		113. APPROVER NAME LTC MIKE DANIELS	
		114. APPROVAL STATUS APPROVED	

AUTHORITY: 10U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures.

PRINCIPAL PURPOSE(S): To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8. Notice: Army Personnel System (APS) (July 18, 2019, 84 FR 34373).

For additional information, see the System of Records Notice A0600-8-104 AHRC.

<https://docId.defense.aov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf>

ROUTINE USES: The primary administrative tool used for several Human Resources supporting tasks including Changing duty status, Requesting personnel actions (reassignment, training, etc.), Announcing Personnel Actions (local assignment, promotion, etc.). Forms will not be disclosed outside Department of Defense (DoD) and DOD sponsored agencies.

DISCLOSURE: Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.

DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL DEPARTMENT ACTIVITY
550 POPE AVENUE
FORT LEAVENWORTH KS 66027-2332

AHZZ-PQR-LMN (OP)

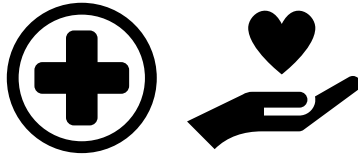
25 Jan 2022

MEMORANDUM FOR RECORD

SUBJECT: Non-medical Attendant Request for CPT Smith, Jason B.

1. This memorandum is written for CPT Jason B. Smith to support his request as non-medical attendant for his son, Donald, who will have eye surgery on 07 February 2022.
2. This surgery will be performed at the Children's Hospital of Pittsburgh, PA. As a result of this surgery, Donald must be seen in person three times a week at the Children Hospital's optometry center for post-operative care and treatment. CPT Smith will be required to provide assistance for his son from 07 February 2022 until 07 April 2022.
3. POC for this request is the undersigned at Jason.bourne.smith99@army.mil.

Daniel R. Bonino, MD
CPT, Medical Director,
Chief of Primary Optometry Care



Jones & Smith Physicians and Associates
1600 Penn Avenue
Pinecrest, North Carolina 12345
(910) 321-1234

January 8, 2022

RE: Jason Doe

To Whom It May Concern:

The spouse of Jason Doe's spouse was admitted to Pinecrest General Hospital Intensive Care Unit in critical condition on 1/2/2022 and remains an inpatient. It is anticipated that she will require family support for her extensive recovery and rehabilitation needs. The current estimation for the amount of time that 1:1 care will be essential is 6 weeks.

Mrs. Doe must be seen in person three to four times a week the Hospital's rehabilitation center for post-operative care and treatment appointments that can last up to 5-hours each. Mrs. Doe will not be able to drive, walk on her own, or lift items over 10 pounds for this 6 week rehabilitation period. Jason will be required to non-medical assistance to his wife.

Sincerely,

Anson X. Smith

Anson X. Smith, MD
Pulmonologist
Pinecrest General Hospital
Multicare Health System



DEPARTMENT OF THE ARMY
HEADQUARTERS, 458TH MESSKIT BATTALION
123 ANYWHERE STREET, DEPARTMENT 460
FORT SWAMPTOWN, ALABAMA 99123-111

AZXC-MEM-P (600-8-10)

XX Month 20XX

MEMORANDUM FOR U.S. Army Human Resources Command (AHRC-PDP-P), Dept. 480,
1600 Spearhead Division Avenue, Fort Knox, KY 40122-5408

SUBJECT: Exception to Policy Request, Administrative Absence for Non-Medical Attendant
SFC Rowdy, Rodney L.

1. Request an exception of Non-medical Attendant for SFC Rodney L. Rowdy, beyond the initial ten days authorized on 3 March 2023. SFC Rowdy and spouse will be providing care to their son, who has received a required bone marrow transplant and has been progressing well during his hospitalization. The next phase treatment requires continued medical care along with close monitoring and testing, along with caring for other potential effects from the numerous radiation and chemotherapy treatments. This care requires SFC Rowdy's son to continue residence at the Children's Hospital or in the local Little Rock, Alabama, area.

2. In accordance with AR 600-8-10 (3 June 2020), below is the required information in support of non-medical attendant extension.

a. Rowdy, Rodney L. E-7, 1239691234, 458th Messkit Battalion, Fort Swamptown, Alabama.

b. Approving Official, LTC Henry C. Jarman, henry.c.jarman.mil@army.mil.

c. Initial request (10 days) dates 3 – 12 March 2023.

d. NMA extension requested (30 days) dates 13 March – 11 April 2023.

e. Requestor: SFC Rodney Rowdy, Rodney.L.Rowdy.mil@army.mil, Rowdy55@gmail.com, 555-123-3643.

f. Relationship is biological dependent son.

g. Medical documentation included in the enclosure.

h. Expected duration of hospitalization 5 of recovery in the local area required after bone marrow transplant discharge.

i. Dependent son (James Rowdy) is a minor who cannot consent to medical treatment and care which requires SFC Rowdy's presence.

3. Point of contact for this memorandum is CPT Shawn Agnew, BN S1, at 555-321-3213 or shawn.z.agnew.mil@army.mil.

AZXC-MEM-P

SUBJECT: Exception to Policy Request, Administrative Absence for Non-Medical
Attendant SFC Rowdy, Rodney L.

Encls

1. DA 31/IPPS-A Absence Request
2. Medical Documentation

HENRY C. JARMAN
LTC, QM
Commanding



DEPARTMENT OF THE ARMY
HEADQUARTERS, 458TH MESSKIT BATTALION
123 ANYWHERE STREET, DEPARTMENT 460
FORT SWAMPTOWN, ALABAMA 99123-111

AZXC-MEM-P (600-8-10)

XX Month 20XX

MEMORANDUM THRU U.S. Army Human Resources Command (AHRC-PDP-P), Dept. 480,
1600 Spearhead Division Avenue, Fort Knox, KY 40122-5408

FOR HQDA, G-1 (DAPE-PRC), Office of the Deputy Chief of Staff, Chief of Compensation and
Entitlements, 300 Army Pentagon, Washington, DC 20310-0300

SUBJECT: Exception to Policy Request, Administrative Absence for Non-Medical Attendant
SFC Rowdy, Rodney L.

1. This request is an exception to policy for administrative absence to serve as a non-medical
attendant for the Soldier listed below IAW AR 600-8-10 (3 June 2020).

a. Rowdy, Rodney L. E-7, 1239691234, 458th Messkit Battalion, Fort Swamptown,
Alabama.

b. Approving Official, LTC Hugh C. Jackman, hugh.c.jackman.mil@army.mil.

c. Initial request (10 days) dates 3 – 12 March 2023.

d. HRC approved request (30 days) dates 13 March – 11 April 2023 - - (**ONLY use this line
if the Soldier previously received approval for 30-days NMA Leave from HRC**).

e. ETP extension requested (19 days) dates 12 – 30 April 2023

f. Requestor: SFC Rodney Rowdy, Rodney.L.Rowdy.mil@army.mil, Rowdy55@gmail.com,
555-123-3643.

g. Relationship is biological dependent son.

h. Medical documentation included in the enclosure.

i. Expected duration of hospitalization 6-8 weeks in hospital; an additional 6-8 weeks in the
local area required after bone marrow transplant discharge.

j. Dependent son (James Rowdy) is a minor who cannot consent to medical treatment and
care which requires SFC Rowdy's presence.

2. SFC Rowdy's son has received the required bone marrow transplant and has been
progressing well during his hospitalization. The next phase of his son's treatment requires
continued medical care along with close monitoring and testing of the stem cell transplant, along
with caring for other potential effects from the numerous radiation and chemotherapy treatments

AZXC-MEM-P

SUBJECT: Exception to Policy Request, Administrative Absence for Non-Medical Attendant SFC Rowdy, Rodney L.

he has received. This care requires SFC Rowdy's son to continue residence at the Children's Hospital or in the local Little Rock, Alabama, area.

3. I support the non-medical attendant requirement for SFC Rowdy to continue his physical presence away from his normal place of duty during this treatment plan. SFC Rowdy's leadership maintains ongoing communication and has routine contact to remain updated regarding the family's needs and progress. Request is for an additional 19-day administrative absence for 12 – 30 April 2023. It is in the best interest of the Soldier and his family that this ETP receive positive approval.

4. Point of contact for this memorandum is CPT Shawn Agnew, BN S1, at 555-321-3213 or shawn.z.agnew.mil@army.mil.

Encls

1. DA 31/IPPS-A Absence Request
2. Medical Documentation

HENRY C. JARMAN
LTC, QM
Commanding

3. HRC Approval Memo *[remove if no HRC memo received for previous request]*



Non Medical Attendant (NMA) Exception to Policy – Leave Extension Request

Required NMA Packet Documents to provide to HRC **Requesting **NMA Leave up to 30-days**** **after the initial 10 days NMA Leave** **(AR 600-8-10, para. 5-12.c.(12))**

- ☐ Memorandum signed by O-5 or higher with the following information
 - a. Soldier's grade, name, DoD identification number, unit of assignment.
 - b. Name of official who approved the initial request.
 - c. Date initial request started, and number of days granted.
 - d. Dates and number of days requested for the extension.
 - e. Name, phone number, and email address of requester.
 - f. Relationship of Family member to sponsor.
 - g. Medical documentation including patient's medical condition and prognosis (attach as Enclosure).
 - h. Expected duration of hospitalization.
 - i. Statement explaining the need for the Soldier's presence.
- ☐ IPPS-A Absence Request. Attach screenshot of approved IPPS-A Absence Request.
 - 10-day initial NMA Absence Request/DA31 (approved by O-5 or above)
 - NMA Absence Request/DA31 for additional days (approved by O-5 or above)
- ☐ Written Verification from Servicing MTF commander or designee (civilian Medical professionals) with a clear explanation of why the Soldier's presence as NMA is necessary and the **recommended amount of time needed for NMA (number of days is preferred). See attached "Dr Note Example" at the paperclip.**

**** OCONUS Soldiers ****

- 1. OCONUS Soldiers accompanying dependents traveling from OCONUS to CONUS will use the JTR and are not authorized the NMA Leave. Soldiers will be on unit funded TDY Orders.***
- 2. OCONUS Soldiers remaining at their OCONUS duty location for the care/treatment of dependents are authorized to submit an NMA ETP request.***



Non Medical Attendant (NMA) Exception to Policy – Leave Extension Request

Required NMA Packet Documents to provide to HRC for HQDA G1

Requesting NMA Leave for 31-days and Beyond
(AR 600-8-10, para. 5-12.c.(12))

- ☐ Memorandum signed by O-5 or higher with the following information
 - a. Soldier's grade, name, DoD identification number, unit of assignment.
 - b. Name of official who approved the initial request.
 - c. Dates of initial 10-days NMA leave taken.
 - d. **Dates of HRC approved 30-days NMA leave taken (*ONLY use this line if the Soldier was previously approved 30-days NMA Leave by HRC*).**
 - e. Exception to Policy (ETP) NMA dates being requested.
 - f. Name, phone number, and email address of requester.
 - g. Relationship of Family member to sponsor.
 - h. Medical documentation including patient's medical condition and prognosis (attach as Enclosure).
 - i. Expected duration of hospitalization.
 - j. Statement explaining the need for the Soldier's presence.
 - ☐ IPPS-A Absence Request. Attach PDF/screenshot of approved IPPS-A Absence Request(s).
 - 10-day initial NMA Absence Request/DA31 (approved by O-5 or above)
 - 30-days NMA Absence Request/DA31 (approved by O-5 or above) **AND/OR***
 - 31+ days NMA Absence Request/DA31 (approved by O-5 or above)

**If the Soldier was previously approved for 30-days NMA Leave by HRC, include the approved Absence Request/DA31 completed for that request period.*

**If the Soldier did not request 30-days NMA Leave by HRC but is now requesting 31+ days, include the approved Absence Request/DA31 used for that request period.*
 - ☐ If the Soldier was previously approved for 30-days NMA Leave by HRC, include the HRC approval memorandum for that period of absence.
 - ☐ Written Verification from Servicing MTF commander or designee (civilian Medical professionals) with a clear explanation of why the Soldier's presence as NMA is necessary and the **recommended amount of time needed for NMA (number of days is preferred). See attached "Dr Note Example" at the paperclip.**
- ** OCONUS Soldiers ****
1. **OCONUS Soldiers accompanying dependents traveling from OCONUS to CONUS will use the JTR and are not authorized the NMA Leave. Soldiers will be on unit funded TDY Orders.**
 2. **OCONUS Soldiers remaining at their OCONUS duty location for the care/treatment of dependents are authorized to submit an NMA ETP request.**