

da form 31 pdf

da form 31 pdf is an essential document utilized within the United States Army for processing leave requests, specifically known as the "Leave and Earning Statement (LES) and Leave Request Form." This form plays a critical role in ensuring soldiers can request time off in an organized, official manner while maintaining proper documentation for administrative and payroll purposes. Whether you're a service member planning to take leave, a military personnel officer managing leave requests, or someone interested in understanding military administrative procedures, knowing how to access, fill out, and submit the DA Form 31 in PDF format is vital.

In this comprehensive guide, we'll explore everything you need to know about the DA Form 31 PDF, including its purpose, how to obtain it, step-by-step instructions for filling it out, tips for a smooth submission process, and answers to frequently asked questions.

Understanding the DA Form 31

What Is the DA Form 31?

The DA Form 31, titled "Request and Authority for Leave," is a standardized military form used by members of the U.S. Army, Army National Guard, and Army Reserve. Its primary function is to formally request leave and obtain authorization from commanding officers. The form documents details such as leave dates, type of leave, destination, and contact information.

This form is essential because it ensures all leave requests are properly recorded and approved, helping maintain operational readiness and accountability within the military structure.

Purpose and Importance

The DA Form 31 serves several critical purposes:

- **Official Leave Authorization:** It provides official documentation of authorized leave.
- **Payroll and Benefits:** Ensures proper calculation of pay and benefits during the leave period.
- **Record Keeping:** Maintains a record of leave history for both the soldier and the command.
- **Legal and Administrative Compliance:** Ensures adherence to military regulations regarding leave procedures.

How to Obtain the DA Form 31 PDF

Official Sources

The most reliable way to access the DA Form 31 PDF is through official military websites:

- Army Publishing Directorate (APD): The APD website hosts a repository of current forms including DA Form 31. Visit <https://armypubs.army.mil> and search for DA Form 31.
- MyArmyPortal: Servicemembers can often access forms via their official portal.
- Unit or Command Offices: Many military units keep printed or electronic copies of the form for personnel use.

Downloading the PDF

Once on an official site:

- Navigate to the forms section.
- Search for "DA Form 31."
- Download the latest version in PDF format.
- Save it to your device for quick access and filling.

Alternative Sources

If official sources are unavailable, some third-party websites offer fillable versions of the DA Form 31. However, ensure these are up-to-date and compliant with current regulations to avoid issues with your leave request.

How to Fill Out the DA Form 31 PDF

Filling out the DA Form 31 accurately is crucial for approval and recordkeeping. Here's a detailed step-by-step guide.

Preparing to Fill Out the Form

- Have your personal information ready: full name, rank, social security number, unit, and contact details.
- Know your leave details: start and end dates, leave type, destination, and contact information during leave.
- Review your command's specific leave policies or instructions.

Step-by-Step Filling Instructions

1. **Block 1 – Name:** Enter your full legal name.
2. **Block 2 – Grade:** Fill in your current military rank.
3. **Block 3 – SSN:** Input your Social Security Number.
4. **Block 4 – Organization/Unit:** Specify your unit or organization.
5. **Block 5 – Leave Period:** Enter the starting date and ending date of your leave. Use the format MM/DD/YYYY.
6. **Block 6 – Type of Leave:** Indicate the leave type, such as Ordinary, Emergency, or Convalescent.
7. **Block 7 – Destination:** State where you will be during your leave—city, state, or country.
8. **Block 8 – Address During Leave:** Provide your contact address while on leave.
9. **Block 9 – Home Phone Number:** Include your contact number.
10. **Block 10 – Work Phone Number:** Optional, if applicable.
11. **Block 11 – Remarks:** Any additional information or special instructions.
12. **Signature and Date:** Sign and date the form to certify the information provided.

Using a Fillable PDF

Many DA Form 31 PDFs are designed to be fillable electronically:

- Open the PDF in a compatible viewer like Adobe Acrobat Reader.
- Click on the fields to type in your information.
- Save a copy for your records before submitting.

Submitting the DA Form 31

Methods of Submission

- **Physical Submission:** Print the completed form and submit it to your commanding officer or designated personnel.
- **Electronic Submission:** Some units accept scanned copies via email or through official portals, especially during remote work or deployment.
- **Digital Signatures:** Use electronic signatures if permitted to streamline the process.

Approval Process

Once submitted:

- Your commanding officer reviews the request.
- They approve or deny based on operational needs and policies.
- Approved forms become part of your official leave record.

Timing Tips

- **Submit your leave request well in advance, typically at least 30 days prior, to allow sufficient processing time.**
- **Include all necessary details to prevent delays.**

Common FAQs About DA Form 31 PDF

Can I fill out the DA Form 31 online?

Yes, if your unit or command provides an electronic version and accepts digital submissions, you can fill out and submit the form online. Otherwise, download the PDF, fill it out using compatible software, and print or email as directed.

Is the DA Form 31 mandatory for all leave types?

Most types of leave, including ordinary, emergency, and convalescent leave, require a DA Form 31. However, some short-term leave or emergency leave procedures might vary depending on the command.

How long does it take to get leave approved?

Approval times vary depending on the unit's workload and the completeness of your request. Submitting well in advance helps ensure timely approval.

Can I make changes after submitting the DA Form 31?

Yes, but you must request modifications through your chain of command and obtain approval for any changes in leave dates or destination.

Where can I find a blank DA Form 31 PDF?

Official copies are available on the Army Publishing Directorate website and through your unit's administrative office.

Additional Tips for Using the DA Form 31 PDF

- Always verify that you're using the latest version of the form.
- Double-check all entries for accuracy before submitting.
- Keep a copy of the filled form for your records.
- Follow your command's specific procedures regarding leave requests.
- Be aware of blackout periods or restrictions that might affect your leave approval.

Conclusion

The DA Form 31 PDF is a vital document for military personnel seeking leave authorization within the U.S. Army. Understanding how to access, complete, and submit this form ensures a smooth process, helping soldiers enjoy their earned time off while maintaining compliance with military regulations. Whether you're planning personal time, emergency leave, or convalescence, mastering the use of the DA Form 31 in PDF format is an essential step in managing your leave efficiently and professionally.

By staying informed about the latest forms, following proper procedures, and submitting your requests timely, you can make the leave process straightforward and stress-free. Always consult your unit's administrative policies and leverage official resources to ensure your leave requests are accurate and promptly approved.

Frequently Asked Questions

What is a DA Form 31 PDF and what is its primary purpose?

DA Form 31 PDF is a digital version of the Department of the Army's official leave form used to request and document leave or pass authorization for military personnel.

How can I download the latest DA Form 31 as a PDF?

You can download the latest DA Form 31 PDF from the official U.S. Army or military personnel websites, or through authorized military personnel portals that provide official forms.

Is the DA Form 31 PDF fillable online or do I need to print it out?

Many DA Form 31 PDFs are designed to be fillable electronically, allowing you to complete the form digitally before printing or submitting electronically, depending on your needs.

What information is required to fill out a DA Form 31 PDF?

You need to provide personal details, leave dates,

type of leave (e.g., leave, pass), destination, contact information, and approval signatures as required when filling out the form.

Can I submit a DA Form 31 PDF electronically?

Yes, in many cases, the DA Form 31 PDF can be submitted electronically through official military leave management systems or email, depending on your command's procedures.

Are there any specific guidelines for filling out a DA Form 31 PDF correctly?

Yes, you should follow official instructions, ensure all fields are accurately completed, use the latest form version, and obtain necessary approvals before submission.

Where can I get assistance if I encounter issues with the DA Form 31 PDF?

You can contact your unit's administrative office, personnel support office, or visit official military support websites for guidance and assistance with the form.

Is the DA Form 31 PDF valid for all branches of the military?

The DA Form 31 is primarily used within the U.S. Army; other branches have their own forms and procedures for leave requests, though similar in purpose.

Additional Resources

DA Form 31 PDF: A Comprehensive Guide to Military Leave Documentation

In the realm of military administration, documentation plays a pivotal role in ensuring operational efficiency, legal compliance, and personnel management. Among these essential documents, the DA Form 31 PDF stands out as a critical form used extensively across the United States Army. Whether you're an active service member, a military administrator, or a veteran navigating post-service processes, understanding the nuances of this form is vital. This article provides an in-depth exploration of DA Form 31 PDF, examining its purpose, structure, usage, and tips for effective management.

What Is DA Form 31?

DA Form 31, officially titled "Request and Authority

for Leave," is a standardized document employed within the U.S. Army to request leave and obtain official approval. The form facilitates the formal process of granting leave, whether it's for personal reasons, medical needs, or other authorized purposes.

The significance of the DA Form 31 lies in its role as an official record—serving as both a request from the soldier and an authorization from the commanding officer. It ensures transparency, accountability, and consistency in leave management.

Understanding the DA Form 31 PDF

The DA Form 31 PDF is the digital, fillable version of the traditional paper form. It is designed to be user-friendly, allowing soldiers and administrative personnel to complete, sign, and archive leave requests electronically.

Advantages of the PDF version include:

- Easy editing and updating
- Digital signatures for quick authorization
- Compatibility with various devices and systems
- Efficient record-keeping and retrieval

Availability: The form is typically available through official military channels, including the

Army Publishing Directorate (APD) website, military intranet portals, or authorized document management systems.

Structural Breakdown of DA Form 31 PDF

A comprehensive understanding of the form's sections is essential for accurate completion. The DA Form 31 PDF generally includes the following key parts:

1. Header Section

- Form Title: "Request and Authority for Leave"
- Form Number: DA Form 31
- Edition Date: Indicates the version or revision date

2. Personal Identification Data

- Name: Full legal name of the soldier
- SSN/Service Number: Unique identifier
- Rank/Grade
- Organization/Unit
- Duty Phone Number

3. Leave Details

- Type of Leave: (e.g., Ordinary, Emergency, Convalescent, Permissive TDY)
- Dates of Leave: Beginning and ending dates, including times if applicable
- Number of Days: Total leave duration

- **Location of Leave:** Destination address or location

4. Leave Address and Contact Information

- **Address During Leave**
- **Telephone Number at Leave Location**

5. Purpose of Leave

- **Brief explanation or reason for leave.** Some forms may include predefined options or space for detailed notes.

6. Certification and Approvals

- **Soldier's Signature and Date:** Confirming request accuracy
- **Commanding Officer's Approval:** Signature and date indicating authorization
- **Additional Approvals (if necessary):** Medical, legal, or other relevant signatures

7. Remarks and Special Instructions

- **Space for any special instructions or notes related to the leave.**

8. Distribution and Record-Keeping

- **Sections for administrative use, including records of issuance, receipt, and archival.**

How to Fill Out DA Form 31 PDF

Filling out the DA Form 31 PDF requires attention to detail and adherence to military protocols. Here are detailed steps and tips:

Step 1: Download the Official Form

- Access the latest version from the [Army Publishing Directorate](<https://armypubs.army.mil/>) or authorized sources to ensure compliance with current regulations.

Step 2: Complete Personal Information

- Fill in your full name, service number, rank, and unit details accurately.
- Double-check for typos to avoid processing delays.

Step 3: Specify Leave Details

- Select the appropriate leave type.
- Enter exact start and end dates, including times if specified.
- Provide the destination address or location where you will be during leave.

Step 4: State the Purpose

- Briefly describe the reason for leave, maintaining professionalism and clarity.

Step 5: Obtain Necessary Signatures

- Sign the form yourself, confirming the accuracy of all information.
- Submit the form to your commanding officer or designated authority for approval.
- Ensure all signatures and approval dates are captured properly.

Step 6: Record Keeping

- Save a copy of the completed PDF for your records.
- Submit the original to the appropriate administrative office or digital system.

Tips for Effective Completion:

- Use clear, legible fonts if printing and signing manually.
- Confirm leave dates do not conflict with operational commitments.
- Attach supporting documentation if required (e.g., medical certificates).

Legal and Administrative Considerations

Compliance and Regulations

The DA Form 31 must be filled out in accordance with Army regulations, primarily AR 600-8-10, which governs leave and passes. Unauthorized or incorrect submissions can lead to delays or denial.

Digital Signatures and Security

The PDF format supports electronic signatures, streamlining approval processes. However, it's critical to ensure the security of sensitive personal data by using secure devices and authorized platforms.

Record Maintenance

All approved leave forms should be stored securely, either physically or digitally, to facilitate audits, pay processing, and future reference.

Common Uses and Scenarios for DA Form 31 PDF

Routine Leave Requests

Soldiers planning personal time off, vacation, or family visits typically submit DA Form 31 for approval.

Emergency Leave

In urgent situations, the form expedites approval, often with temporary or expedited signatures.

Medical Leave

Medical professionals or soldiers may submit the form to request convalescent leave or special permissions.

Permissive Temporary Duty (Permissive TDY)

Authorized leave for official travel or training, documented via DA Form 31.

Transition and Separation

Soldiers leaving active duty often complete final leave requests through this form.

Best Practices for Using DA Form 31 PDF

- **Stay Updated:** Always use the latest version of the form to comply with current regulations.
- **Complete Accurately:** Double-check all entries before submission.
- **Secure the Document:** Protect personal and sensitive data, especially when sharing digitally.
- **Follow Up:** Confirm approval status and retain copies for your records.
- **Understand Policy Changes:** Be aware of any updates in leave policies that might affect form completion or approval.

Conclusion

The DA Form 31 PDF is more than just a bureaucratic requirement; it is a vital tool for maintaining transparency, accountability, and efficiency in military leave management. Its structured format ensures that all relevant details are captured systematically, facilitating smooth processing and record-keeping. Whether you are a soldier planning personal leave or an administrator overseeing personnel operations, mastering the use of this form is essential.

By understanding its components and adhering to best

practices in filling and managing the form, military personnel can ensure their leave requests are handled swiftly and accurately, avoiding unnecessary delays or complications. As military operations and administrative standards evolve, the DA Form 31 PDF remains a cornerstone document—signifying official approval and safeguarding both the individual's rights and the organization's integrity.

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3-07 presents overarching doctrinal guidance and direction for conducting stability operations in operations. It establishes the foundation for developing other fundamentals and tactics, techniques, and procedures detailed in subordinate doctrinal publications. See the introductory figure on page iv for an illustrated overview of ADP 3-07. ADP 3-07 provides the doctrine for the conduct of stability operations, just as ADP 3-90, Offense and Defense, provides doctrine for the conduct of offensive and defensive operations. The doctrine in ADP 3-07 provides a foundation for the Army's operational concept of unified land operations. This publication also forms the foundation for training and Army education curricula on stability operations tasks in operations.

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Understanding the Acronym DA in Law - Legal Rant DA is used in legal context to refer to the prosecuting attorney in criminal cases or the attorney representing the defendant. Examples of DA in legal cases include the District Attorney

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Understanding the Acronym DA in Law - Legal Rant DA is used in legal context to refer to the prosecuting attorney in criminal cases or the attorney representing the defendant. Examples of DA in legal cases include the District Attorney

What Does DA Stand For? All DA Meanings Explained DA commonly refers to District Attorney, a public official who represents the government in the prosecution of criminal offenses and is responsible for overseeing legal proceedings in their

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