

ALARACT 046/2024

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SUBJ/ALARACT 046/2024 – BEREAVEMENT LEAVE FOR SOLDIERS

THIS ALARACT MESSAGE HAS BEEN TRANSMITTED BY JSP ON BEHALF OF HQDA, DCS, G-1

THIS ALARACT MESSAGE REPLACES ALARACT 052/2023, WHICH IS NOW INACTIVE

1. (U) REFERENCES:

1.A. (U) SECTION 701, TITLE 10, UNITED STATES CODE, (AVAILABLE AT <HTTPS://USCODE.HOUSE.GOV>)

1.B. (U) PUBLIC LAW 117-81, SECTION 622, (AVAILABLE AT <HTTPS://WWW.CONGRESS.GOV>)

1.C. (U) DODI 1327.06, LEAVE AND LIBERTY POLICY AND PROCEDURES, AVAILABLE AT <HTTPS://WWW.ESD.WHS.MIL>)

1.D. (U) UNDER SECRETARY OF DEFENSE (PERSONNEL AND READINESS), DIRECTIVE-TYPE MEMORANDUM 23-003, BEREAVEMENT LEAVE FOR SERVICEMEMBERS, 29 MARCH 2023, (AVAILABLE AT <HTTPS://WWW.ESD.WHS.MIL>)

1.E. (U) SECRETARY OF THE ARMY MEMORANDUM, BEREAVEMENT LEAVE FOR SOLDIERS, 8 MAY 2023 (SEE ATTACHMENT 1)

1.F. (U) AR 600-8-10, LEAVE AND PASSES

1.G. (U) AR 600-20, ARMY COMMAND POLICY (PARAGRAPHS 4-14 THRU 4-16 SUPERSEDED BY AR 600-32 DATED 18 DEC 2023)

2. (U) PURPOSE: TO IMPLEMENT DEPARTMENT OF DEFENSE AND ARMY POLICY FOR BEREAVEMENT LEAVE ENTITLEMENTS FOR ELIGIBLE SOLDIERS IN CONNECTION WITH THE DEATH OF A SPOUSE OR CHILD.

3. (U) ARMY POLICY:

3.A. (U) ELIGIBLE SOLDIERS MAY BE AUTHORIZED UP TO 14 CONSECUTIVE DAYS OF NON-CHARGEABLE BEREAVEMENT LEAVE TO BE TAKEN DURING

THE PERIOD OF BEREAVEMENT BASED ON THE ELIGIBLE SOLDIER'S ACCRUED ORDINARY LEAVE BALANCE ON THE DATE OF SUCH DEATH.

3.A.1. (U) ELIGIBLE SOLDIERS WHOSE SPOUSE OR CHILD DIED ON OR AFTER 25 JUNE 2022 AND WHO HAVE FEWER THAN 30 DAYS OF ACCRUED ORDINARY LEAVE ON THE DATE OF SUCH DEATH ARE ELIGIBLE FOR UP TO 14 CONSECUTIVE DAYS OF BEREAVEMENT LEAVE.

3.A.2. (U) ELIGIBLE SOLDIERS WHOSE SPOUSE OR CHILD DIED ON OR AFTER 25 JUNE 2022 AND WHO HAS 30 OR MORE DAYS OF ACCRUED ORDINARY LEAVE ON THE DATE OF SUCH DEATH ARE ELIGIBLE FOR UP TO 14 CONSECUTIVE DAYS OF BEREAVEMENT LEAVE ONCE THEIR ACCRUED ORDINARY LEAVE IS LESS THAN 30 DAYS.

3.A.3. (U) ELIGIBLE SOLDIERS WHOSE SPOUSE OR CHILD DIED ON OR AFTER 25 JUNE 2022 AND WHO WERE CHARGED LEAVE IN CONNECTION WITH THE DEATH OF A SPOUSE OR CHILD, MAY REQUEST LEAVE BE RESTORED THROUGH THE ESTABLISHED PROCESS IN REFERENCE 1.F. SUCH LEAVE WILL BE RESTORED IF THE ELIGIBLE SOLDIER WOULD HAVE BEEN ELIGIBLE FOR BEREAVEMENT LEAVE AS DESCRIBED IN THIS ALARACT AND THE ELIGIBLE SOLDIER HAS NOT SEPARATED OR RETIRED FROM SERVICE.

3.B. (U) COMPANY-LEVEL OR EQUIVALENT COMMANDERS MAY APPROVE BEREAVEMENT LEAVE FOR ELIGIBLE SOLDIERS. COMMANDERS MUST CONSIDER THE SIGNIFICANCE OF THE EVENT AND ITS IMPACT ON THE SOLDIER AND THEIR FAMILY WHEN APPROVING BEREAVEMENT LEAVE. THE AUTHORITY TO DISAPPROVE A BEREAVEMENT LEAVE REQUEST IS WITHHELD TO THE FIRST GENERAL OFFICER IN THE SOLDIER'S CHAIN -OF-COMMAND. SWIFT AND SENSITIVE ACTION ON BEREAVEMENT LEAVE REQUESTS WILL BE MADE TO AVOID ADDITIONAL STRESS ON SOLDIERS AND THEIR FAMILIES.

3.B.1. (U) COMPANY-LEVEL OR EQUIVALENT COMMANDERS MAY CONSIDER AN ELIGIBLE SOLDIER'S SELF-CERTIFICATION OF THE DEATH OF THEIR SPOUSE OR CHILD TO APPROVE A REQUEST FOR BEREAVEMENT LEAVE.

3.B.2. (U) COMPANY-LEVEL OR EQUIVALENT COMMANDERS WILL REQUIRE THE ELIGIBLE SOLDIER TO PROVIDE ADMINISTRATIVELY ACCEPTABLE DOCUMENTATION WITHIN 30 CALENDAR DAYS AFTER RETURNING TO DUTY. IF THE ELIGIBLE SOLDIER FAILS TO PROVIDE THE REQUIRED DOCUMENTATION, THE COMPANY-LEVEL OR EQUIVALENT COMMANDER WILL DIRECT THAT THE SOLDIER'S ORDINARY LEAVE ACCOUNT BE REDUCED BY THE NUMBER OF DAYS OF BEREAVEMENT LEAVE TAKEN.

3.C. (U) THE PERIOD OF BEREAVEMENT IS THE TIMEFRAME IN WHICH ELIGIBLE SOLDIERS MAY TAKE BEREAVEMENT LEAVE. THE PERIOD OF BEREAVEMENT BEGINS ON THE DATE OF DEATH OF THE SPOUSE OR CHILD AND ENDS ON

THE DATE THAT IS NO LATER THAN 14 CONSECUTIVE DAYS AFTER THE DECEASED PERSON'S FUNERAL, BURIAL, OR MEMORIAL SERVICE, WHICHEVER OCCURS LAST.

3.C.1. (U) ELIGIBLE SOLDIERS WHO INITIALLY REQUEST AND ARE AUTHORIZED LESS THAN 14 CONSECUTIVE DAYS OF BEREAVEMENT LEAVE MAY BE AUTHORIZED TO EXTEND THE PERIOD OF BEREAVEMENT LEAVE UP TO 14 CONSECUTIVE DAYS, SO LONG AS ALL OF THE BEREAVEMENT LEAVE IS TAKEN IN ONE INCREMENT.

3.C.2. (U) COMPANY-LEVEL OR EQUIVALENT COMMANDERS MAY EXTEND THE PERIOD OF BEREAVEMENT LEAVE FOR ELIGIBLE SOLDIERS AS A RESULT OF OPERATIONAL REQUIREMENTS OR OTHER EXTENUATING CIRCUMSTANCES.

3.D. (U) BEREAVEMENT LEAVE MAY BE AUTHORIZED IN COMBINATION WITH CHARGEABLE LEAVE (SUCH AS EMERGENCY LEAVE, ORDINARY LEAVE, AND ADVANCE LEAVE) AND OTHER TYPES OF NON-CHARGEABLE LEAVE (SUCH AS CONVALESCENT LEAVE AND EMERGENCY LEAVE OF ABSENCE). BEREAVEMENT LEAVE DOES NOT NEED TO BE TAKEN PRIOR TO USING OTHER TYPES OF LEAVE.

3.E. (U) ELIGIBLE SOLDIERS WILL NOT BE AUTHORIZED BEREAVEMENT LEAVE IN CONNECTION WITH THE DEATH OF A PERSON WHO IS NOT THEIR SPOUSE OR CHILD. OTHER FORMS OF LEAVE, AS APPROPRIATE, ARE AUTHORIZED IN ACCORDANCE WITH REFERENCE 1.F.

3.F. (U) ELIGIBLE SOLDIERS WILL NOT BE AUTHORIZED BEREAVEMENT LEAVE IN CONNECTION WITH A STILLBIRTH OR MISCARRIAGE. OTHER FORMS OF LEAVE, AS APPROPRIATE, ARE AUTHORIZED IN ACCORDANCE WITH REFERENCE 1.F.

3.G. (U) ELIGIBLE SOLDIERS WILL NOT BE EXTENDED ON OR RECALLED BACK TO ACTIVE SERVICE SOLELY TO PERMIT THE USE OF BEREAVEMENT LEAVE.

3.H. (U) ELIGIBLE SOLDIERS WHOSE MISCONDUCT RESULTED IN THE DEATH OF THEIR SPOUSE OR CHILD WILL NOT BE AUTHORIZED BEREAVEMENT LEAVE.

3.I. (U) THE INTEGRATED PERSONNEL AND PAY SYSTEM-ARMY WILL BE USED TO REQUEST THE BEREAVEMENT LEAVE AND THE ABSENCE REQUEST PROCESS WILL BE USED. THE ABSENCE TYPE IS "NON-CHARGEABLE ABSENCE", THE ABSENCE NAME IS "NON-CHARGEABLE ABSENCE", AND THE REASON IS "BEREAVEMENT UNDER 30 DAY ACR."

4. (U) DEFINITIONS:

4.A. (U) AS DEFINED IN REFERENCE 1.C.—

4.A.1. (U) ACCRUED LEAVE. LEAVE EARNED BY A SERVICEMEMBER AT A RATE OF 2 ½ CALENDAR DAYS FOR EACH MONTH OF ACTIVE SERVICE AND CREDITED TO THE SERVICEMEMBER'S LEAVE ACCOUNT. THE ACCOUNT BALANCE OF ACCRUED LEAVE MUST BE REDUCED TO 60 DAYS (75 DAYS UNTIL 30 SEPTEMBER 2015) AT THE END OF THE FISCAL YEAR, EXCEPT AS PROVIDED IN REFERENCE 1.C.

4.A.2. (U) ADVANCE LEAVE. LEAVE GRANTED TO THE SERVICEMEMBER'S LEAVE ACCOUNT BEFORE ITS ACTUAL ACCRUAL. THIS LEAVE IS GRANTED BASED ON A REASONABLE EXPECTATION THAT IT WILL BE EARNED BY THE SERVICEMEMBER DURING THE REMAINING PERIOD OF ACTIVE DUTY.

4.A.3. (U) EMERGENCY LEAVE. LEAVE GRANTED AS A RESULT OF AN EMERGENCY SITUATION (PERSONAL OR FAMILY) THAT REQUIRES THE SERVICEMEMBER'S PRESENCE.

4.A.4. (U) ANNUAL LEAVE. ANNUAL LEAVE IS LEAVE GRANTED IN EXECUTION OF A COMMANDER'S LEAVE PROGRAM, CHARGEABLE TO THE SERVICEMEMBER'S LEAVE ACCOUNT. THIS IS ALSO REFERRED TO AS "ORDINARY LEAVE."

4.B. (U) AS DEFINED IN TITLE 1, UNITED STATES CODE, SECTION 8: BORN ALIVE. WITH RESPECT TO A MEMBER OF THE SPECIES HOMO SAPIENS, MEANS THE COMPLETE EXPULSION OR EXTRACTION FROM HIS OR HER MOTHER OF THAT MEMBER, AT ANY STAGE OF DEVELOPMENT, WHO AFTER SUCH EXPULSION OR EXTRACTION BREATHEES OR HAS A BEATING HEART, PULSATION OF THE UMBILICAL CORD, OR DEFINITE MOVEMENT OF VOLUNTARY MUSCLES, REGARDLESS OF WHETHER THE UMBILICAL CORD HAS BEEN CUT, AND REGARDLESS OF WHETHER THE EXPULSION OR EXTRACTION OCCURS AS A RESULT OF NATURAL OR INDUCED LABOR, CESAREAN SECTION, OR INDUCED ABORTION.

4.C. (U) AS DEFINED IN AND ADAPTED FROM REFERENCE 1.D.—

4.C.1. (U) ELIGIBLE SOLDIER. FOR THE PURPOSES OF THIS BEREAVEMENT LEAVE GUIDANCE, ACTIVE SOLDIERS, INCLUDING RESERVE OR NATIONAL GUARD SOLDIERS WHEN ON ACTIVE DUTY ORDERS FOR LONGER THAN 12 MONTHS CONSECUTIVELY.

4.C.2. (U) BEREAVEMENT LEAVE. A PERIOD OF NON-CHARGEABLE PAID LEAVE TO MAKE ARRANGEMENTS REQUIRED BY THE DEATH OF A SOLDIER'S SPOUSE OR CHILD AND TO ATTEND THE FUNERAL, BURIAL, OR MEMORIAL SERVICE OF THE SPOUSE OR CHILD.

4.C.3. (U) EMERGENCY LEAVE OF ABSENCE. NON-CHARGEABLE LEAVE THAT MAY BE GRANTED ONLY ONCE DURING ANY SOLDIER'S ENTIRE CAREER AS A RESULT OF A QUALIFYING EMERGENCY AND SUBJECT TO OTHER LIMITATIONS DESCRIBED IN REFERENCE 1.C.

4.C.4. (U) CHILD. A PERSON BORN ALIVE WHO IS—

4.C.4.A. (U) A BIOLOGICAL, ADOPTED, STEP, OR FOSTER SON OR DAUGHTER OF THE SOLDIER.

4.C.4.B. (U) A PERSON WHO IS A LEGAL WARD OF THE SOLDIER OR WAS A LEGAL WARD OF THE SOLDIER WHEN THE PERSON WAS A MINOR OR OTHERWISE REQUIRED A LEGAL GUARDIAN.

4.C.4.C. (U) A PERSON FOR WHOM THE SOLDIER STANDS IN LOCO PARENTIS (DAY-TO-DAY RESPONSIBILITY FOR THE CARE AND FINANCIAL SUPPORT OF A CHILD) OR STOOD IN LOCO PARENTIS WHEN THE PERSON WAS A MINOR OR OTHERWISE REQUIRED SOMEONE TO STAND IN LOCO PARENTIS.

4.C.4.D. (U) A SON OR DAUGHTER (AS DESCRIBED ELSEWHERE IN THIS DEFINITION) OF THE SOLDIER'S SPOUSE.

4.C.5. (U) PERIOD OF BEREAVEMENT. THE TIMEFRAME IN WHICH A SOLDIER MAY TAKE BEREAVEMENT LEAVE. THE PERIOD OF BEREAVEMENT BEGINS ON THE DATE OF DEATH OF A SPOUSE OR CHILD AND ENDS ON THE DATE THAT IS NO LATER THAN 14 CONSECUTIVE DAYS AFTER THE DECEASED PERSON'S FUNERAL, BURIAL, OR MEMORIAL SERVICE, WHICHEVER OCCURS LAST.

4.C.6. (U) SPOUSE. AN INDIVIDUAL, TO INCLUDE SERVICEMEMBERS, LAWFULLY MARRIED TO A SERVICEMEMBER, AS RECOGNIZED BY ANY STATE, POSSESSION, OR TERRITORY OF THE UNITED STATES.

5. (U) POINTS OF CONTACT:

5.A. (U) THE DEPUTY CHIEF OF STAFF, G-1, COMPENSATION AND ENTITLEMENTS DIVISION. SUBMIT INQUIRIES REGARDING THIS MESSAGE ONLY TO [USARMY.PENTAGON.HQDA-DCS-G-1.MBX.DAPE-PRC@ARMY.MIL](mailto:USARMY.PENTAGON.HQDA-DCS-G-1.MBX.DAPE-PRC@ARMY.MIL).

5.B. (U) ACTIVE COMPONENT SOLDIERS WITH GENERAL POLICY INQUIRIES, SUBMIT ALL INQUIRIES TO [USARMY.KNOX.HRC.MBX.TAGD-SPB-POLICY@ARMY.MIL](mailto:USARMY.KNOX.HRC.MBX.TAGD-SPB-POLICY@ARMY.MIL).

5.C. (U) ARMY NATIONAL GUARD SOLDIERS SEND INQUIRIES TO NATIONAL GUARD BUREAU, [NG.NCR.NGB-ARNG.MBX.ARNG-COMP-ENTITLEMENT@ARMY.MIL](mailto:NG.NCR.NGB-ARNG.MBX.ARNG-COMP-ENTITLEMENT@ARMY.MIL).

5.D. (U) US ARMY RESERVE SOLDIERS SEND INQUIRIES TO OFFICE OF THE CHIEF OF THE ARMY RESERVE, [USARMY.USARC.OCAR.MBX.G1-POLICY@ARMY.MIL](mailto:USARMY.USARC.OCAR.MBX.G1-POLICY@ARMY.MIL).

6. (U) THIS ALARACT MESSAGE EXPIRES ON 13 JUNE 2025.

ATTACHMENT:

SECRETARY OF THE ARMY MEMORANDUM, BEREAVEMENT LEAVE FOR SOLDIERS, 8 MAY 2023



SECRETARY OF THE ARMY  
WASHINGTON

08 MAY 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Bereavement Leave for Soldiers

1. References.

- a. Title 10, United States Code, section 701 (Entitlement and accumulation)
- b. Public Law 117-81 (National Defense Authorization Act for Fiscal Year 2022), 27 December 2021, section 622
- c. Department of Defense (DoD) Instruction 1327.06 (Leave and Liberty Policy and Procedures), 16 June 2009, incorporating Change 4, effective 15 January 2021
- d. Directive-type Memorandum 23-003 (Bereavement Leave for Service Members), 29 March 2023
- e. Army Regulation (AR) 600-8-10 (Leave and Passes), 3 June 2020
- f. AR 600-20 (Army Command Policy), 24 July 2020

2. Purpose. The loss of a spouse or child has a significant detrimental effect on a Soldier's ability to perform assigned duties. This memorandum announces bereavement leave entitlements for eligible Soldiers in connection with the death of a spouse or child. For definitions of terms used in these policy provisions, see the enclosure.

3. Pursuant to references 1a-1d, eligible Soldiers of the Regular Army, Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve may be authorized up to 14 consecutive days of non-chargeable bereavement leave to be taken during the period of bereavement based on the eligible Soldier's accrued ordinary leave balance on the date of such death.

- a. Eligible Soldiers whose spouse or child died on or after 25 June 2022, and who have fewer than 30 days of accrued ordinary leave on the date of such death, are eligible for up to 14 consecutive days of bereavement leave.

- b. Eligible Soldiers whose spouse or child died on or after 25 June 2022, and who have 30 or more days of accrued ordinary leave on the date of such death, are eligible for up to 14 consecutive days of bereavement leave once their accrued ordinary leave is less than 30 days.

SUBJECT: Bereavement Leave for Soldiers

c. Eligible Soldiers whose spouse or child died on or after 25 June 2022, and who were charged leave in connection with the death of a spouse or child, may request leave be restored through the established process in reference 1e. Such leave will be restored if the eligible Soldier would have been eligible for bereavement leave as described in this policy and the eligible Soldier has not separated or retired from service.

4. Approval Authority and Procedures. Company-level or equivalent commanders may approve bereavement leave for eligible Soldiers. Commanders must consider the significance of the event and its impact on the Soldier and the Family when approving bereavement leave. The authority to disapprove a bereavement leave request is withheld to the first general officer in the Soldier's chain of command. Swift and sensitive action on bereavement leave requests will be made to avoid additional stress on Soldiers and their Families.

a. Company-level or equivalent commanders may consider an eligible Soldier's self-certification of the death of their spouse or child to approve a request for bereavement leave.

b. Company-level or equivalent commanders will require the eligible Soldier to provide administratively acceptable documentation within 30 calendar days after returning to duty. If the eligible Soldier fails to provide the required documentation, the company-level or equivalent commander will direct that the Soldier's ordinary leave account be reduced by the number of days of bereavement leave taken.

c. The period of bereavement is the timeframe in which eligible Soldiers may take bereavement leave. The period of bereavement begins on the date of death of the spouse or child and ends on the date that is no later than 14 consecutive days after the deceased person's funeral, burial, or memorial service, whichever occurs last.

d. Eligible Soldiers who initially request and are authorized less than 14 consecutive days of bereavement leave may be authorized to extend the period of bereavement leave up to 14 consecutive days, so long as all of the bereavement leave is taken in one increment.

e. Company-level or equivalent commanders may extend the period of bereavement for eligible Soldiers as a result of operational requirements or other extenuating circumstances.

f. Bereavement leave may be authorized in combination with chargeable leave (such as emergency leave, ordinary leave, and advance leave) and other types of



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non-chargeable leave (such as convalescent leave and emergency leave of absence). Bereavement leave does not need to be taken prior to using other types of leave.

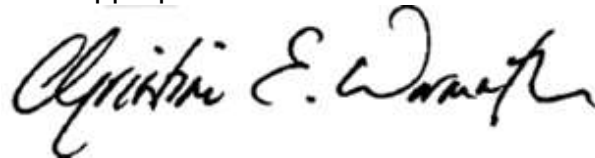
g. Eligible Soldiers will not be authorized bereavement leave in connection with the death of a person who is not their spouse or child. Other forms of leave, as appropriate, are authorized in accordance with reference 1e.

h. Eligible Soldiers will not be authorized bereavement leave in connection with a stillbirth or miscarriage. Other forms of leave, as appropriate, are authorized in accordance with reference 1e.

i. Eligible Soldiers will not be extended on, or recalled back to, active service solely to permit the use of bereavement leave.

j. Eligible Soldiers whose misconduct resulted in the death of their spouse or child will not be authorized bereavement leave.

5. The Assistant Secretary of the Army (Manpower and Reserve Affairs) is the proponent for this policy. The Deputy Chief of Staff, G-1 will incorporate these provisions into AR 600-8-10 and AR 600-20 as appropriate.



Christine E. Wormuth

Encl

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## DEFINITIONS

**eligible Soldier:** For the purposes of this policy, active Soldiers, including Reserve or National Guard Soldiers when on active-duty orders for longer than 12 months consecutively.

As defined in Department of Defense Instruction (DoDI) 1327.06:

**accrued leave:** Leave earned by a Service member at a rate of 2 ½ calendar days for each month of active service and credited to the Service member's leave account. The account balance of accrued leave must be reduced to 60 days (75 days until 30 September 2015) at the end of the fiscal year, except as provided in DoDI 1327.06, enclosure 2, paragraph 1h.

**advance leave:** Leave granted to the Service member's leave account before its actual accrual. This leave is granted based on a reasonable expectation that it shall be earned by the Service member during the remaining period of active duty.

**bereavement leave:** A period of non-chargeable paid leave to make arrangements required by the death of a Soldier's spouse or child and to attend the funeral, burial, or memorial service of the spouse or child.

**emergency leave:** Leave granted as a result of an emergency situation (personal or family) that requires the Service member's presence.

**emergency leave of absence:** Non-chargeable leave that may be granted only once during any Soldier's entire career as a result of a qualifying emergency and subject to other limitations described in DoDI 1327.06, enclosure 2, paragraph 1k(8).

**ordinary leave:** Annual leave is leave granted in execution of a commander's leave program, chargeable to the Service member's leave account. This is also referred to as "ordinary leave."

As defined in Title 1, U.S. Code, section 8:

**born alive:** With respect to a member of the species homo sapiens, means the complete expulsion or extraction from his or her mother of that member, at any stage of development, who after such expulsion or extraction breathes or has a beating heart, pulsation of the umbilical cord, or definite movement of voluntary muscles, regardless of whether the umbilical cord has been cut, and regardless of whether the expulsion or extraction occurs as a result of natural or induced labor, cesarean section, or induced abortion.

Enclosure

As defined in/adapted from DoD Directive-type Memorandum 23-003, attachment 3 and glossary:

**child:** A person born alive who is—

- a biological, adopted, step, or foster son or daughter of the Soldier
- a person who is a legal ward of the Soldier or was a legal ward of the Soldier when the person was a minor or otherwise required a legal guardian
- a person for whom the Soldier stands in loco parentis (day-to-day responsibility for the care and financial support of a child) or stood in loco parentis when the person was a minor or otherwise required someone to stand in loco parentis
- a son or daughter (as described elsewhere in this definition) of the Soldier's spouse

**period of bereavement:** The timeframe in which a Soldier may take bereavement leave. The period of bereavement begins on the date of death of a spouse or child and ends on the date that is no later than 14 consecutive days after the deceased person's funeral, burial, or memorial service, whichever occurs last.

**spouse:** An individual, to include Service members, lawfully married to a Service member, as recognized by any State, possession, or territory of the United States.