



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY ROTC CADET SUMMER TRAINING DETACHMENT  
1ST CAVALRY REGIMENT ROAD  
FORT KNOX, KENTUCKY 40121-5123

ATCC-ST

MEMORANDUM FOR SEE DISTRUBTION

SUBJECT: Cadet Summer Training (CST) Policy Memorandum 16 – Leaves, Passes, and Cadre Early Release

1. References.

a. DoD 7000.14 - R, Financial Management Regulation, Volume 8, Civilian Pay Policy, Chapter 5

b. DoD 7000.14 – R, Financial Management Regulation, Volume 9, Temporary Duty Travel (TDY) and Travel Advances, Chapter 5

c. AR 600-8-10, Leaves and Passes

d. CST Early Release Form

2. Purpose. To establish guidance for submitting leave and pass requests for all military and civilian personnel assigned, attached, or supporting CST.

3. CST mission requirements are the priority when considering absence requests. Approval authorities will also prioritize family life events and significant milestone events when determining approval for Absence Requests. Absence requests must be submitted as early as possible to allow ample time for planning, processing, and approval. Personnel must not purchase tickets or commit funds without first having received approved absence request. The purchase of tickets or commitment of funds does not guarantee approval.

a. Military Absence Request. Military personnel assigned, attached, or supporting CST will submit an Absence Requests in the Integrated Personnel and Pay System (IPPS-A) for any travel that exceeds a 250-mile radius of Fort Knox at least seven (7) calendar days ahead of departure date. This IPPS-A absence request is generated by the Soldier following approval from the (O-6) Task Force Chief.

(1) Absences will be approved by the Task Force Chief (O-6) via **enclosure one, CST Absence Request Form**. Once approved, the Task Force S-1 will send the signed memo (ENCL 1) to the Soldier & RTO/OIC as listed on the CST Absence Request Form. The Soldier will generate their absence request in IPPS-A, include the approved memo as an attachment, and route to their CST RTO/OIC in IPPSA for approval.

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(2) CST Staff will utilize the CST Chief of Staff as their O-6 approval authority for all absences and will follow above procedures to generate IPPSA absence request.

(3) Soldiers travelling via POV are authorized to travel up to 500 miles on a pass. Travel that exceeds 500 miles on a pass will require travel via air. This mileage limitation and air travel requirement are to ensure the safety of the Soldier who is traveling over the period of the pass.

(4) Soldiers participating in CST who have a previously approved absence during CST, must submit a copy of the Absence to the TF S1 to maintain proper accountability of Soldiers on ground.

(5) If mission allows, 2LTs upon completion of their first duty assignment and prior to reassignment to another position, may request a four-day non-chargeable absence (pass) through their Task Force Chief following the same procedures as prescribed for Military personnel. After completion of the pass, 2LTs are released from their Task Force and returned to CST G-1 2LT Management Team for reassignment based on priority manning requirements and time remaining at CST. 2LT's will not be reassigned if there are 14 days or fewer between completion of CST assignment and report date to BOLC. Absence requests for travel to BOLC will be processed by the CST G1 2LT Accession Team.

(4) Soldiers participating in CST who knowingly do not adhere to this policy will report with their TF Chief to the CST Commandant or the CST Chief of Staff the reasons why they did not follow this guidance.

b. Civilian Leave. Civilian personnel will request leave utilizing the Automated Time and Attendance Processing System (ATAAPS). All requests will be routed to the immediate CST supervisor as well as CST Chief of Staff for Task Force Chief as appropriate for approval.

c. Contractor Leave. Contractor personnel will request leave utilizing processes established by the contractor LNO. Contractor leaves approval authority is the contractor program manager with recommendation from the CST staff.

4. Physically signing out on leave at a centralized location is not required. Individuals are responsible for informing their TF S1 Staff of changes to their absence request in IPPS-A to the start or end date of their absence request. The TF S1 must be notified immediately if leave is starting after the start date or ending prior to the end date approved in IPPS-A due to mission requirements.

5. Personal Leave with Official Travel (PLOT) must be annotated as leave in DTS on the Per Diem Entitlements screen. Per Diem Entitlements are not authorized during

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personal leave. All travel arrangement for leisure is at no expense to the government and not part of the official itinerary within DTS.

6. Early Release Request. Requests for early release approval authority is the CST Deputy Commandant. Individuals must complete a **Encl 2 - Cadre Early Release Request Form**, located on the CST G1 SharePoint page, and receive approval from Task Force Chief (O-6). The Brigade Commander will endorse if backfill required. TF S1 will process through the CST G1. The request should be processed as early as possible to avoid additional cost due to short term ticket changes. Flight changes for USACC personnel that incur a cost which exceeds \$100 could have a negative effect on early release request approval.

7. Point of Contact for this memorandum is Mr. Sydney Hunte at (502) 608-7382.

ENCLs

1. CST Absence Request Form
2. Cadre Early Release Request Form



STEVEN M. KING  
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CST Commandant

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