DEPARTMENT OF THE ARMY
UNITED STATES ARMY CADET COMMAND AND FORT KNOX
204 1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

ATCC-ST 30 April 2026

MEMORANDUM FOR SEE DISTRIBUTION

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

1. References.

a. DoD 7000.14-R, Department of Defense Financial Management Regulation (DoD FMR), Volume 8, Civilian Pay Policy.

b. DoD 7000.14-R, Department of Defense Financial Management Regulation (DoD FMR), Volume 9, Travel Policy.

c. AR 600-8-10 (Leaves and Passes), 03 June 2020.

d. The Integrated Personnel and Pay System – Army, Version 17.1, 23 January 2026.

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. To keep accountability of all military personnel absences at the Task Force (TF) level, all military personnel assigned, attached, or supporting CST are required to submit the following two absence requirements at least seven (7) calendar days in advance: Absence requests that exceeds a 250-mile radius of Fort Knox via the Integrated Personnel and Pay System (IPPS-A) and an approved **Enclosure 1 - CST Absence Request Form** to their TASK FORCE S1s. In special circumstances, the TF S1 staff may input the absence on behalf of the Soldier in IPPS-A.

(1) All Absence request will be managed at the Task Force level and approved by the Task Force Chief (O-6), or delegated representative, utilizing **Enclosure 1 - CST Absence Request Form** and the Soldier's Absence Request in IPPS-A routed through the Soldier's BDE S1 providing oversight to the BDE S1s and DBOs. The Task Force S-1s will retain a copy of the memo as supporting documentation for daily PERSTAT submission.

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

(3) Soldiers participating in CST who have a previously approved absence during CST, must submit a copy of the Absence to the TF S1 and CST G1 so that proper accountability can be maintained of all assigned Soldiers.

(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, Chief of Tactics (AC or BC), Chief of Training, or TF Chief as appropriate for approval.

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

4. Physically signing out on leave at a centralized location is not required. Individuals are responsible for informing the TF S1 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 personal leave. All travel arrangements for leisure are 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 Chief of Staff. Individuals must complete an **Enclosure 2 - Cadre Early Release Request Form**, located on the CST G1 SharePoint page, and receive recommendation from Task Force Chief (O-6). The Brigade Commander will endorse if backfill is

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) 624-3115.

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SHERMAN C. WATSON
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CST Commandant

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