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 22 – Cadet and Designated Applicant Leaves, Passes, and Release from Training

1. References.

a. Army Regulation (AR) 600-8-10 (Leaves and Passes), 03 June 2020

b. Army Regulation (AR) 145-1 (Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training, 29 May 2025

c. Fort Knox Policy Memorandum 16, Fort Knox Local Commuting Area

d. The Joint Travel Regulations (JTR), Uniformed Service Members and DoD Civilian Employees

e. Army Emergency Relief Assistance Bulletin Number 12-2020, Expansion of Emergency Travel Assistance to Reserve Officer Training Corps (ROTC) Cadets

2. Purpose. To establish guidance for submitting leave and pass requests and release from training for Cadets and Designated Applicants attending training during CST.

3. Contracted Cadets attend CST training in an Active Duty for training status. Non-contracted Designated Applicants are in a training for professional development status. Both categories of trainees are eligible for pay while training at CST if training is for 28 days or more. Every effort should be made to keep CST trainees in a pay status.

4. Leave. CST Cadets and Designated Applicants are not in a chargeable leave or leave accruing status. As such, these trainees are not eligible to submit for or be accountable in a leave status.

5. Pass. There are circumstances for which the CST Holding Company OIC may authorize a Cadet or Designated Applicant to be in a pass status for up to four days, without forfeiting his/her training status. All Cadets and Designated Applicants in a pass status are required to remain within the local commuting area.

6. Release and Return to Training for Emergency.

a. Cadets or Designated Applicants may request to be released from training for an

emergency, or urgent personal situation, and return to complete training, or attend follow-on training assignment. In accordance with AR 600-8-10, the government is not responsible for providing transportation to and from personal events. The government is obligated to provide one round-trip travel ticket for training events. Contracted Cadets that cannot personally procure travel may be authorized to request an Army Emergency Relief (AER) grant or loan to help cover travel costs. AER loans and grants are offered on a case-by-case basis, through Fort Knox Army Community Services. The procedure to request a grant for travel assistance is found in AER Assistance Bulletin Number 12-2020. Regimental cadre will assist Cadets with AER processing, if required.

b. All requests for release and return must be approved by respective Task Force Chief. It is solely the Task Forces Chief's discretion whether to provide credit for training to Cadets or Designated Applicants that have not met all completion criteria for camp credit.

c. Release and Return requests must be processed with CST Form 131, with the CST G1 maintaining accountability for Cadets while away from training. Duration of a Cadet release from training must remain in compliance with guidance in paragraph 4, for the trainee to maintain an active pay status. If the break in training exceeds four days, the Cadet or Designated Applicant will not be maintained on orders for pay.

7. Release from Holding Company.

a. Cadets and Designated Applicants being held in Holding Company for seven or fewer days between assigned training events, are authorized to request a pass of up to four days. Approval authority is retained by the Holding Company OIC. While on a pass from Holding Company, Cadets and Designated Applicants are required to remain within the local commuting area. Cadets must return to Holding Company at the conclusion of the approved pass period.

b. Holding Company maintains accountability of all Cadets on pass. Cadets and Designated Applicants being held in Holding Company for fewer than four days, between assigned training events, are authorized to sign out on pass for the duration of their layover in Holding Company. Cadets and Designated Applicants that wish to take alternate, personal conveyance to the Louisville Airport to proceed to follow-on training assignment, are authorized, with the understanding that they are assuming personal responsibility for making their scheduled flight, as their official place of duty. Cadets and Designated Applicants in Holding Company, pending release from training, are authorized to request day passes only. Cadets must remain at Fort Knox and are required to return to Holding Company no later than 2000 each evening for accountability formation. Passes will be approved, based on individual circumstances, at the discretion of Holding Company OIC.

8. Personal Travel in Conjunction with CST Training. In accordance with JTR, Cadets and Designated Applicants that wish to conduct personal travel in conjunction with official training are required to obtain their own travel for all personal travel dates. Upon return to campus, the Cadet or Designated Applicant may submit a request through their ROTC program travel representative to be reimbursed up to what the government would have paid for the official travel portion of the trip.

9. Point of contact for this memorandum is Sydney Hunte at (502) 624-3115, or sydney.w.hunte.civ@army.mil.

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Commandant

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