

ABSENCE REQUEST – AUTHORIZATION AND APPROVAL DATA

INSTRUCTIONS TO SERVICE MEMBER

AUTHORITY FOR ABSENCE: This form contains the pertinent information that authorizes you to be away from your station or post. You must carry this form while on absence.

CHANGES: A Member who desires changes in authorized absence or does not begin absence on schedule will notify commander.

REPORTING: A Member will report to duty station not later than 2400 on the last day of absence (even if PCS orders contain a later reporting date)

IMPORTANT: This form must remain in the Member's possession at all times while absent from duty station. To reprint the form, log into the IPPS-A system go to My Absences > View/Update Requests and find the appropriate request to print.

MEMBER ABSENCE INFORMATION – TRANSACTION NUMBER:

1. NAME	2. DoD ID
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3. ABSENCE TYPE ADM - Administrative Absence	4. ABSENCE REASON CSP - Career Skills Program
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5. ABSENCE BEGIN DATE	6. ABSENCE END DATE	7. PLANNED DEPARTURE DATE (Chargeable Absence Only)	8. PLANNED RETURN DATE (Chargeable Absence Only)
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9. ABSENCE ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER	10. DEPARTMENT/UIC & LOCATION INFORMATION
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11. REQUESTOR COMMENTS:

12. SUPERVISOR NAME	13. APPROVER NAME	14. APPROVAL STATUS APPROVED
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