

# ABSENCE REQUEST - AUTHORIZATION AND APPROVAL DATA

THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974

## 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)

**CHARGEABLE DATES:** The "Absence Start Date" and "Absence End Date" are to be used to compute chargeable time that will affect a Member's accrued balance for chargeable absences.

**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 <b>ADM - 03-ADMINISTRATIVE</b>	4. ABSENCE REASON <b>CAREER SKILL PROGRAM</b>
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5. ABSENCE START DATE <b>2024-04-02</b>	6. ABSENCE END DATE <b>2024-05-31</b>	7. DATE OF DEPARTURE	8. DATE OF RETURN
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9. ABSENCE ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER <b>Contact Name:</b>  <b>Contact Phone:</b> <b>GEOLOC Code:</b>  <b>Address Details:</b>  <b>ABERDEEN PROV GRND MD 21001 (USA)</b>	10. DEPARTMENT/UIC & LOCATION INFORMATION <b>01984783/WKDYB0 - 0001 CY BN CO B MILITARY I</b>
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11a. REQUESTOR COMMENTS:  11b. FINAL APPROVER COMMENTS: <div style="background-color: #e0e0e0; padding: 5px; margin: 5px 0;"><b>Recommend approval.</b></div> 11c. ADMINISTRATIVE COMMENTS:
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12. SUPERVISOR NAME	13. APPROVER NAME	14. APPROVAL STATUS <b>APPROVED</b>
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**AUTHORITY:** 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures.

**PRINCIPAL PURPOSE(S):** To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8. Notice: Army Personnel System (APS) (July 18, 2019, 84 FR 34373).

For additional information, see the System of Records Notice A0600-8-104 AHRC.

<https://dpcl.dod.mil/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf>

**ROUTINE USES:** The primary administrative tool used for several Human Resources supporting tasks including Changing duty status, Requesting personnel actions (reassignment, training, etc.), Announcing Personnel Actions (local assignment, promotion, etc.). Forms will not be disclosed outside Department of Defense (DoD) and DOD sponsored agencies.

**DISCLOSURE:** Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.