



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON  
2400 JACKSON BOULEVARD  
FORT JACKSON, SC 29207-5015

ATZJ-HR (600A)

04 NOV 2024

**MEMORANDUM FOR**

Commanders, All Units Reporting Directly to US Army Training Center and Fort Jackson  
Commanders, Fort Jackson Partners in Excellence  
Directors and Chiefs, Staff Offices US Army Training Center and Fort Jackson

**SUBJECT: Fort Jackson Policy Memorandum #32 – Leaves and Passes**

**1. References:**

- a. Army Regulation (AR) 600-8-10
- b. Army Directive 2019-05 (Army Military Parental Leave Program)
- c. Fiscal Year 2022 National Defense Authorization Act: Parental Leave Benefits
- d. Army Directive 2022-06 (Parenthood, Pregnancy, and Postpartum)
- e. AR 40-502 (Medical Readiness)
- f. AR 600-8-104 (Army Military Human Resource Records Management)
- g. AR 638-8 (Army Casualty Program)
- h. Military Personnel Message 13-055 (Soldier Record Accuracy)
- i. AR 350-1 (Army Training and Leader Development)

**2. Purpose:** To establish the proper procedures for processing leaves and passes.

**3. Policy/Procedures:**

- a. Leave and pass requests will be submitted in a timely manner. Before departure, the Soldier will have a signed copy of the absence request in Integrated Personnel and Pay System-Army (IPPS-A). Absence request should end a day before the report date,

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even if early report is authorized. Requests and supporting paperwork will be submitted to the battalion S-1 in accordance with the following timelines:

(1) Regular Leave/Pass – No later than 10 days prior to the requested from date.

(2) PCS/ETS/OCONUS Leave – No later than 30 days prior to the requested start date.

b. Units will encourage Soldiers to use leave to the maximum extent possible, consistent with mission requirements. Soldiers will not lose leave. I expect leaders to manage leaves so that Soldiers can take leave throughout the year, consistent with operational and training requirements.

c. Soldiers in the ranks of SSG and below will physically sign in and out for leave. This must be done at the battalion S-1 during duty hours. After duty hours, Soldiers in the ranks of SSG and below will sign in/out, at their battalion staff duty desk. Soldiers in the ranks of SFC and above may sign in or out from leave via telephone by calling the battalion S-1 during duty hours or the battalion staff duty desk after duty hours. This call must come from the local area. All PCS, ETS, terminal, and retirement leaves must be physically signed out at the battalion S-1 during normal duty hours. Soldiers will be provided a copy of the leave form with departure date and signature. Leaves and passes will begin and end on-post at the duty station or in the location in which the Soldier regularly commutes to duty.

d. When requesting leave and/or pass, Soldiers will ensure that the following documentation is attached to their absence request in IPPS-A:

(1) Current Leave and Earnings Statement.

(2) Flight ticket information (if flying).

(3) POV inspection (within the past six months) or a rental agreement if driving a rental vehicle (if driving).

(4) Antiterrorism Level 1 certificate (OCONUS leave only).

(5) Isolated Personnel Report (ISOPREP) certificate (OCONUS leave only).

(6) SERE 100 certificate (OCONUS leave only).

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(7) Copy of travel itinerary (OCONUS leave only).

(8) Copy of current passport (OCONUS leave only).

(9) Aircraft and Personnel Automated Clearance System (APACS) approval (OCONUS leave in U.S. Southern Command or U.S. Army Pacific Command (USARPAC) area of responsibility only).

(10) Travel tracker/Individual antiterrorism plan (OCONUS leave in Pacific Command area of responsibility only).

(11) Sign up for smart traveler enrollment program at <https://step.state.gov> (OCONUS leave in U.S. European Command area of responsibility only).

(12) Battalion security memorandum signed by S-2 (OCONUS leave only).

(13) Approved personnel action request for caregiver designation (parental leave only). The company/detachment commander is the approval authority for the caregiver designation.

e. Soldiers desiring travel by automobile over 500 miles must take ordinary leave rather than be granted a regular or special pass.

f. The approval authority for leaves is as follows:

(1) For ordinary leave, up to and including 30 days, the company/detachment Commander is the approving authority.

(2) For all permissive TDY and leave over 30 days, the battalion Commander is the approving authority.

(3) For all OCONUS leave for FPCON BRAVO and Level 1 and Level 2 threat countries the brigade commander is the approving authority. The CG will be the approval authority for OCONUS leave at FPCON CHARLIE and Level 3 threat and higher.

(4) For convalescent leave up to and including 30 days (including parental convalescent leave of up to 42 days), the company/detachment commander is the approval authority.

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(5) For convalescent leave over 30 days (excluding parental convalescent leave of up to 42 days), the MAHC Commander is the approving authority.

g. Leaders will ensure that their Soldiers know the policy for requesting an extension to leave, to include risk assessments, inclement weather clauses, and other mitigating safety concerns.

h. Passes. Three-day passes and four-day passes are privileges granted by the commander to reward Soldiers for outstanding performance, reenlistment, and other deserving reasons.

(1) A regular or special pass, when not part of a scheduled training holiday, will only be granted by the company/detachment commanders based upon limitations and guidance established by the battalion commander.

(2) Passes will incorporate two consecutive non-duty days, days that the Soldier would not normally work. These non-duty days are usually Saturday and Sunday. For example, a Soldier who normally has Fridays and Saturdays off could be granted a pass from Thursday through Saturday and return to work on Sunday.

(3) Passes may be taken in conjunction with leave. The pass will begin and end on post, the duty location, or at the location from where the Soldier normally commutes to duty before leave begins. If the pass is taken after leave, leave will begin and end on post, the duty location, or at the location from where the Soldier normally commutes to duty before the pass begins.

(4) On non-duty days, Soldiers may travel by POV up to 250 miles one way from Fort Jackson without an absence request. Soldiers will brief their chain of command on where they are going to be and provide contact information for overnight stays.

(5) Any Soldier traveling by automobile from Fort Jackson beyond the distances listed above must have an approved absence request in IPPS-A.

(6) Soldiers flying any distance must have an approved absence request.

i. Soldiers who fail to sign in from leave by 2400 on the day of the authorized absence will be considered absent from their unit without authority. If that Soldier miss formation 72 hours following the designated leave return date, that Soldier will be entered into an absent without leave duty status. It is imperative that the unit is informed of any changes to a Soldier signing in or out on leave.

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j. Commanders will require the delinquent Soldier to schedule an appointment necessary for the following readiness areas before approving a pass:

(1) Any medical readiness category.

(2) Any records update category (to include, but not limited to, DD93, SGLI, personnel records review, Exceptional Family Member Program).

(3) ACFT (must be current within one year).

(4) Mandatory AR 350-1 training.

k. The Commanding General is the approval authority for any exceptions to this policy.

l. This policy is punitive in nature. Accordingly, military personnel who violate this policy are subject to disciplinary action under the Uniform Code of Military Justice.

4. The point of contact for this memorandum is the USATC&FJ G1, at (520) 673-4123.



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Commanding