

Absence Request

- Service member has an approved assignment with a report date of 1 August 2023

UNCLASSIFIED//FOR OFFICIAL USE ONLY

Current/Approved

Name
Empl ID

Current/Approved

Pending/Working

Completed

Canceled

Organizational Instance

Business Unit US Army Active Component Location FORT DRUM

Component Category ACMS-Force Structure Unit-Avail Pers Job Code W420A HUMAN RESOURCES TECHNICIAN

UIC WE7VAA 0010 AV HHC HHC COMBAT AVN Position 02925227 #2 Human Resources (HR) Techni

Duty Status Present for Duty

Duty Status Attribute

Permanent Assignments

Create Permanent Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
114617919	Arrived	Active	PCA	10/30/2020	WE7VAA	02925227	00021717	
eMILPO			Reassignment	07/31/2023	0010 AV HHC HHC COMBAT AVN	#2 Human Resources (HR) Techni	FORT DRUM	Other Actions
11587137	Approved	Active	PCS	08/01/2023	WAPG01	08160695	00040077	
JO			Operational	03/10/2024	0001 AR HHC 02 REPLACEMENT	Standard Excess	EL PASO	Other Actions View Order

Temporary Assignments

Return to Search

View Orders



Adobe Acrobat
Document

- **User, via Self-Service, will navigate to the Absence Request tile and submit for an Absence Request in Conjunction with PCS**



Absence Request (without House Hunting Absence)

Request Details

[Return to View Requests](#)

Submit

Absence Type

*Absence Name

*Reason

*Start Date

End Date

Duration Days

Status

**IAW IPPS-A User Manual,
Authorized Travel days are either
automatically determined by DTOD
or manually entered by the unit
when processing the arrival at the
gaining installation.**

For a "Chargeable" absence request, enter non-chargeable days as dates before/after the "Start/End" Dates in the Depart/Return Dates fields. SPECIAL ACCRUAL/SELL REQUESTS/BALANCE ADJUSTMENTS: The duration should always be one day and total number of days entered in space below. NOTE: Reserve/Guard on active duty between 30 & 365 days (or a contingency op) can elect to sell all accrued instead of a specific number of days.

*Date of Departure

*Date of Return

*Supervisor Id

Comments

POYER

- In the above example, it appears as if the Service member will be charged 47 days, however, during the arrival process, the ATD will automatically calculate based on losing and gaining unit zip codes. In the event the days need to be adjusted, the in-transit grid will allow the HR Pro to adjust, as necessary prior to processing the absence through DJMS.
- It is not necessary to annotate the ATD in the comments because it's automatically calculated, but you may do so as shown in the above example. It is optional.
- Absence may only require unit commander approval (pending unit SOP/policies)

- User, via Self-Service, will navigate to the Absence Request tile and submit for an Absence Request in Conjunction with PCS



Absence Request (with House Hunting Absence)

Submit

Save for Later

**Enter
Chargeable
days on top**

Absence Type

*Absence Name

*Reason

*Start Date

End Date

Duration Days

For a "Chargeable" absence request, enter non-chargeable days as dates before/after the "Start/End" Dates in the Depart/Return Dates fields. SPECIAL ACCRUAL/SELL REQUESTS/BALANCE ADJUSTMENTS: The duration should always be one day and total number of days entered in space below. NOTE: Reserve/Guard on active duty between 30 & 365 days (or a contingency op) can elect to sell all accrued instead of a specific number of days.

**Enter entire
absence
period**

*Date of Departure

*Date of Return

- ****Reminder**:** Authorized Travel Days (ATD) will be automatically determined by Defense Table of Official Distance (DTOD) or manually entered by the unit when processing the arrival. The 37 chargeable days in the example above will adjust upon arrival to gaining unit.
- Absence may only require unit commander approval (pending unit SOP/policies).

Absence Request (with House Hunting Absence)

Request Details

[Return to View Requests](#)

Submit

Absence Type All
*Absence Name Administrative Absence
*Reason 01-House Hunting

*Start Date 2023/06/15
End Date 2023/06/24

Duration 10.00 Days

Check Eligibility

For a "Chargeable" absence request, enter non-chargeable days as dates before/after the "Start/End" Dates in the Depart/Return Dates fields. SPECIAL ACCRUAL/SELL REQUESTS/BALANCE ADJUSTMENTS: The duration should always be one day and total number of days entered in space below. NOTE: Reserve/Guard on active duty between 30 & 365 days (or a contingency op) can elect to sell all accrued instead of a specific number of days.

*Supervisor Id 000: POYER

Comments Attached is my house hunting leave for PCS

- Enter the House Hunting dates as shown above.
- House Hunting must be entered before the absence in conjunction with PCS period and must be included inside the entire absence period annotated as shown in the previous slide.
- Ensure the proper authority approves the House Hunting. Must be a commander LTC(O-5) or higher.

The Start and End Dates of your absence are overlapping with existing absence. Please modify your Start and/or End Date.

You must forecast this absence before submitting.

Duration Days

[Check Eligibility](#)

[View Eligibility Details](#)

Eligibility Details ✕	
Absence Reason	HSE
Duration between 2 dates-DAYS	10.00
Admin Absence Elig Check	ELIGIBLE
Eligibility Message	NO ISSUES FOUND

- **Start and end date error means another absence is currently occupying the same dates. Fix the dates in the other absence before continuing with this one.**
- **Forecast error means you must click the “Check Eligibility” button. Then click the “View Eligibility Details” to see if there is an error.**
- **If you get no PCS assignment found, then you must put your PCS absence end date to 1 day prior to your PCS orders report date.**