



DEPARTMENT OF THE ARMY  
FORT BLISS NONCOMMISSIONED OFFICER ACADEMY  
11190 SGT E. CHURCHILL STREET  
FORT BLISS, TEXAS 79918-8000

ATSS-CDA

11 November 2025

MEMORANDUM FOR ALL Assigned/Attached Personnel, NCO Academy, Fort Bliss,  
Texas 79916-6501

SUBJECT: Policy Letter #16, **Absences**

1. Reference: Army Regulation 600-8-10, Leaves and Passes, dated 03 June 2020.
2. Purpose: To outline the Commandant's policy on absences.
3. All personnel are encouraged to use their authorized leave to the maximum extent possible. Leave management is a supervisor and individual responsibility. All absence requests will be submitted using the Integrated Personnel and Pay System – Army (IPPS-A). The NCOA S-1 Absence Template (000000000063704) will be used when submitting all absence requests.
4. All Supervisors at the NCOA have the responsibility to ensure the safety components of taking leave are executed and kept on file. When submitting an absence request, all personnel will include details pertaining to their plan/mode for travel and the location they will be traveling to in the comments section.
5. Requested dates of absences will primarily be requested and approved while BLC classes are not in session. Absences that are requested for dates during the BLC cycle will be approved on a case-by-case basis.
6. Approval Authority:
  - a. Absences that are 30 days or below are approved by the NCOA Commandant. Even if the Soldier's Chain of Command recommends disapproval, the Soldier's absence request will continue to be forwarded to the NCOA Commandant.
  - b. Absences that are 31 days or more are approved by the NCOLCoE Commandant.
  - c. All OCONUS leave will be approved by the NCOLCoE Commandant.
  - d. PTDY ICW PCS or Retirement Leave will be approved by the NCOLCoE Commandant.

7. Absence Policy:

a. All requests for a chargeable absence will be submitted NLT 10 days prior to the start date and passes will be submitted NLT 4 days prior to the start date. Absence requests, to include passes, that are not submitted within the timeframes listed may be returned without action. All late requests will be considered on a case-by-case basis. The Chain of Command will consider mission requirements, scheduled schools, and other readiness requirements prior to approval of absences.

b. No more than 15% of the Academy may take leave at any given time, except for opportunity leave. During opportunity leave no more than 85% of the Academy may take leave at any given time. Soldiers on absences, regardless of location, may be recalled to the unit in the event of certain mission requirements.

c. The standard absence period is for 14 days or less. Anything over 14 days will be considered on a case-by-case basis. This is to ensure that the Academy can maintain mission requirements. Soldiers desiring more than 14 days will discuss the reason with the Deputy Commandant and/or First Sergeant prior to submitting the absence request. PCS, ETS, Retirement, and Military Parental Leave Program (MPLP) are the exceptions to the 14-day rule.

d. Soldiers with over 60 days accrued leave are required to take an absence within 120 days to avoid "Use or Lose" status.

e. Emergency absences request shall receive special consideration. Supervisors will initiate emergency absences for Soldiers whose presence is requested IAW the Red Cross Message. Soldiers may also request an absence when emergency conditions exist and are brought to the Commandant for final approval.

f. Soldiers must clear any requested extensions for absences through their supervisor and forward to the Commandant for final approval.

g. Soldiers on the MPLP will work with the Chain of Command to develop a parental leave plan that balances both the needs of the Soldier and the needs of the unit.

h. All servicemembers are authorized to telephonically sign in or out on leave with the SDNCO at (915) 955-2460. Personnel must ensure they contact the SDNCO prior to departing the local area.

8. Foreign Travel/CONUS:

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a. All foreign travel requests will be submitted no later than 45 days prior to the absence start date.

(1) All foreign travel requests must be submitted through IPPS-A and include the Soldiers latest Leave and Earning Statement (LES), Travel Risk Planning System (TRiPS) assessment (<https://safety.army.mil>), Privately Owned Vehicle (POV) inspection when traveling by POV, current MEDPROS status (appointment dates for statuses amber and/or red), and a current copy of their DD93/SGLV.

(2) All CONUS requests must be submitted through IPPS-A and include the Soldiers latest Leave and Earning Statement (LES), Travel Risk Planning System (TRiPS) assessment (<https://safety.army.mil>), Privately Owned Vehicle (POV) inspection when traveling by POV, current MEDPROS status (appointment dates for statuses amber and/or red), and an in-writing Facilitator Coverage Plan.

(3) It is the requesting Soldier's responsibility to check the Electronic Foreign Clearance Guide at <https://www.fcg.pentagon.mil/fcg.cfm> and determine whether the travel destination requires a country clearance. If the country requires a clearance, in addition to all the other required foreign travel documents listed above, the Soldier will also submit their ISOPREP and SERE100 certificates. The respective S1 will confirm if the Soldier requires a country clearance and process the packet through the installation's travel manager.

9. Pass Policy:

a. Passes are earned privileges, not an inherent right. Use of the three and four day pass is highly encouraged, within the constraints of the duty section, and used as a positive incentive for exceptional performance. Soldiers will submit leave in lieu of a pass if they have use or lose days.

b. Pass Privilege Criteria includes but is not limited to re-enlistment, score of 500 on the AFT, Birthday Passes from the NCOLCoE Commandant (must be used within 90 days from the date of issue), and graduating NCOPME with honors.

c. Physical copies of birthday pass certificates will be brought to S-1. Once the pass is approved it will be filed in the Soldier's SMIFF.

10. The point of contact for this memorandum is the undersigned at (915) 568-2440.



S. STEVE GIBBS  
CSM, USA  
Commandant