



DEPARTMENT OF THE ARMY  
FORT BLISS NONCOMMISSIONED OFFICER ACADEMY  
BUILDING 2E SHERIDAN ROAD  
FORT BLISS, TEXAS 79916

ATSS-CDA

6 June 2023

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 3 June 2020.
2. Purpose: To outline the Commandant's policy on absences.
3. Absences (formally known as leave) and passes are a privilege that every Soldier earns through hard work and effort. I encourage every Soldier to use his or her 30 days of annual accrued leave and spend time away from the job. The Chain of Command will ensure that every Soldiers get the time off they deserve.
4. Chargeable and nonchargeable absence requests will be submitted through IPPS-A. When requesting an absence in IPPS-A, the Supervisor ID will be one of the personnel in the NCOA S-1.
5. Requested dates of absences will only be approved during off-cycles. Absences that are requested for dates during the cycle will not be approved, unless there is an emergency.
6. Approval Authority:
  - a. Absences that are 29 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 Commandant.
  - b. Absences that are 30 days or more are approved by the NCOLCoE Commandant.
  - c. All OCONUS leave will be approved by the NCOLCoE Commandant.
  - d. PTDY ICW PCS Leave will be approved by the NCOLCoE Commandant.

7. Absence Policy:

ATSS-CDA

SUBJECT: Policy Letter #16, Absences

a. All request for a chargeable absence will be submitted NLT 14 days prior to the start date and passes will be submitted NLT 5 days prior to the start date. Absence requests, to include passes, that are not submitted within the timeframes listed may be rejected. All late requests will be considered on a case-by-case basis. The Chain of Command will ensure that mission requirements, scheduled schools, weapons qualification, and other readiness requirements are considered 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 deployment or mission requirement.

c. Soldiers currently flagged for adverse actions (i.e., ABCP, ACFT failures) and/or barred to continue service will be granted an absence once a DA Form 4856 counseling from their Chain of Command and first line supervisor is given (unless otherwise stated).

d. The standard absence period is for 14 days or less. Anything over 14 days requires a case-by-case exception. This is to ensure that the Academy can maintain readiness, conduct, support missions, and continue to provide community force protection ensuring the safety of our Soldiers and Families. Absences will not exceed 30 days, to include Permanent Change of Station. Soldiers desiring more than 30 days will schedule an appointment with the Deputy Commandant and First Sergeant for discussion and final approval/disapproval recommendation. Soldiers will provide justifiable reasons as to why they are requesting to take more than 30 days of absence and will be decided on a case-by-case basis.

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

f. 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.

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

h. Soldiers on the Army Military Parental Leave Program (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.

8. Required Documents for CONUS Absence:

a. Leave and Earning Statement (LES).

b. Comments will be detailed in IPPS-A specifying the reason for the absence and travel arrangements (i.e., flying or driving to absence destination) with dates and times of travel.

9. Foreign Travel:

a. All foreign travel requests will be submitted no later than 45 days prior to the absence start date. All foreign travel requests must be submitted through IPPS-A and include:

(1) Leave and Earning Statement (LES)

(2) G2 OCONUS Checklist signed by NCOLCoE G2.

b. 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.

10. 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 include reenlistment, excel on ACFT (score of 600), Facilitator of the Cycle, Competition Board Winner, Birthday Passes from the NCOA and NCOLCoE Commandant only, and graduating NCOPDs 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.

d. Soldiers currently flagged for adverse actions or barred for continued service will not be granted a pass.

e. IAW AR 600-8-10 passes will not exceed four days in a length of seven-day period. Requests and approval recommendations will consider weekend and training

ATSS-CDA

SUBJECT: Policy Letter #16, Absences

holidays to ensure that this is not violated. For example, a Solider cannot take a three-day pass followed by a scheduled two-day weekend.

12. All absence and pass requests will include detailed comments in IPPS-A specifying the reason for the absence and travel arrangements. The Commandant will review the comments and consider travel distance and duration to make decision on approval or disapproval of the request.

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

A handwritten signature in black ink, appearing to read 'S. Gibbs', with a stylized flourish extending to the right.

S. STEVE GIBBS  
CSM, USA  
Commandant