



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
CYBER CENTER OF EXCELLENCE NONCOMMISSIONED OFFICER ACADEMY
25TH STREET, BUILDING 24402
FORT GORDON, GEORGIA 30905

ATZH-NC

11 February 2016

MEMORANDUM FOR Cyber Center of Excellence Noncommissioned Officer Academy
(CNCOA)

SUBJECT: Policy Memorandum #6 – Leave and Pass Policy

1. Reference:

a. AR 600-8-10, Leave & Passes, Rapid Action Review 4 AUG 2011.

2. This memorandum will establish policies governing the use of leave and passes. This policy letter applies to all military personnel assigned or attached to the CNCOA. Personnel that maintain a 75 day leave balance and wait until late in the FY to take leave, risk the loss of leave if the operational situation requires their presence. Personnel should plan to take 30 days leave throughout the fiscal year. Branch Chiefs will actively manage their unit's leave programs and will ensure that assigned personnel take appropriate amounts of leave throughout the year to ensure that they evade becoming at risk for losing leave at the end of the FY.

3. The objectives of the leave and pass policy is to have a full accountability of Cadre and students at all times. All passes and leaves will be approved in writing by the appropriate supervisor(s) utilizing the proper procedures outlined below.

a. All Cadre leaves/pass request will be submitted in a timely manner to ensure that paperwork is processed and the chain of command has time to assess the operational situation to ensure that all unit missions/taskings will be accomplished. Emergency leave will be handled on a case by case basis. A regular pass will normally be from the end of normal duty hours on one day to the beginning of working hours the next duty day. An example would be a 3-day regular pass that will begin at the end of the duty hours on Friday and terminate at the beginning of working hours on Tuesday.

(1) Mileage passes for distances traveled over 250 miles will be turned in NLT 3 days prior to the desired date to the Branch Chief.

(2) A 3-4 day pass will be turned in NLT 3 days prior to the desired date to the Branch Chief.

(3) Ordinary leave will be turned in NLT 7 days prior to the desired date to the CNCOA S1.

(4) PCS leave will be turned in NLT 30 days prior to departure date to the CNCOA S1.

(5) Terminal leave will be turned in NLT 120 days prior to start date to the CNCOA S1.

(6) All Cadre (SFC and below) will be required to physically sign in and out on leave at either the CNCOA S1 during the duty day or the staff duty NCO after duty hours.

b. All student leave/pass requests will be submitted in a timely manner to ensure that paperwork is processed and the chain of command has time to assess the request for approval/disapproval. Students that miss more than 72 hours of training will be dismissed from the course. Emergency leaves will be handled on a case by case basis.

(1) Mileage passes for distances traveled over 250 miles will be turned in 3 days prior to the desired date to the Branch Chief (SSGL/SGL are not authorized to approve).

(2) A 3 - 4 day pass will be turned in 3 days prior to the desired date to the Branch Chief (SSGL/SGL are not authorized to approve).

(3) Ordinary leave will be turned in 7 days prior to the desired date to the CNCOA S1 (SSGL/SGL is not authorized to approve).

(4) All students will physically sign in and out on leave at the CNCOA S1 during the duty day and the staff duty desk after duty hours.

(5) Students TDY en-route will turn in paperwork NLT 10 days prior to start date to the RNCOA S1.

c. A vehicle safety check and risk assessment (TRiPS) will be conducted prior to a pass or leave and will be signed by the immediate supervisor. TRiPS can be found by logging onto <https://safety.army.mil/TOOLS/TravelRiskPlanningSystemTRiPS/tabid/630/default.aspx>. Each Branch Chief will schedule time to conduct vehicle safety checks for all vehicles prior to a scheduled 3 or 4 day training/holiday pass.

d. Emergency leave/passes will be processed IAW AR 600-8-10. Approval authority is the Commandant. Approval authority may be delegated to the Deputy Commandant once approval is received by the Commandant.

e. Leave extensions will be approved for exceptional cases by the Commandant only. If an extension is required the individual on leave must contact his/her chain of command to obtain approval.

f. Personnel not signing back in on time are subject to disciplinary action under the

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provisions of the Uniform Code of Military Justice (UCMJ).

4. Branch Chiefs will ensure that no more than 10% of their units assigned strength will be signed out on leave/pass at one time with the exception of block leave time periods.

5. The point of contact for this memorandum is the Deputy Commandant, MSG Jason M. Holland at 706-791-7882 or at jason.m.holland2.mil@mail.mil.

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CSM, USA
Commandant