



DEPARTMENT OF THE ARMY  
2ND BATTALION, 6TH AIR DEFENSE ARTILLERY  
BUILDING 1612, RANDOLPH ROAD  
FORT SILL, OK 73503-5000

ATSA-TPY

25 August 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #16 - Leaves and Passes

1. References.

- a. Army Regulation 600-8-10, Leave and Passes
- b. MILPER 20-314 Clarification of Military Leave in Combination with Pass, 25 Sep 2020
- c. 30<sup>th</sup> ADA BDE Leave and Pass Policy Letter 9A, 11 October 2016

2. The purpose of this policy is to outline guidance pertaining to leave and passes for all Soldiers within 2-6 ADA BN.

3. Leave is a right granted by congress and federal law. Regular and special passes are privileges. However, it is my intent that all Soldiers be permitted to take leave or pass where deemed non-detrimental to mission accomplishment. Leave is a major contributor to the resiliency of our Soldiers. Command teams must work to ensure all Soldiers within their commands are given ample time to take leave if desired. Soldiers are ultimately responsible for any loss of leave at the end of the fiscal year. However, **command teams are responsible** for maintaining awareness of accrued leave days for each assigned military permanent party member. Batteries must implement a system that allows Soldiers the opportunity to use "use or lose" leave prior to the end of the next fiscal year. It is imperative that the command team assist with managing use or lose leave by developing a plan to attempt to keep SMs from losing their leave at the end of the fiscal year.

4. Resiliency is the strength of any organization and a pillar of our Soldiers' ability to lead the future leaders of the Army. Battery command teams will work to optimize the use of December Holiday Block Leave and other cycle breaks throughout the year when there is a halt to all institutional training and testing missions. It is the Battery command team's responsibility to monitor the pulse of its organization and strive to achieve balanced work-rest periods.

5. Any Soldier who is flagged for any reason whether legal, academic probation, or otherwise will not be authorized to take pass during the period of their flag.

6. Students are not permitted to take pass or leave that is in direct conflict with POI unless under extenuating circumstances including emergency leave for immediate family member red cross messages and medical reasons.

7. AIT Trainees that have not yet been assigned outside of TRADOC and all DCC/BOLC-A students (regardless of past or current assignments) are not authorized to visit any AAFES, USO, MWR, or other leisure facilities on Fort Sill or leave the installation without their Battery Commander's authorization. Travel off post under emergency conditions requires escort by a Cadre member.

a. AIT (IET) students in good standing and not flagged may visit the above mentioned on-post facilities or depart the installation with a family member or battle buddy's sponsoring family following their successful graduation. Soldiers must remain in uniform at all times off post, when visible by the public. AIT Soldiers will not be off post after 2300 hours and will return and sign in at CQ before their Battery's designated return time.

b. DCC/BOLC-A students in good standing and not flagged may depart the installation only upon graduating the course or a family day as designated by the Battery Commander that is within close proximity to graduation. DCC Students will not reside off post beyond 2300 hours and will return and sign in at CQ before their Battery's designated return time.

c. Battery Commanders will provide authorization for liberty when appropriate and limit their trainee/student's travel radius to the **Fort Sill, Lawton, Cache, Elgin, Medicine Park, and Wichita Wildlife refuge perimeters**. BN Commander approval is required for travel beyond these limits prior to PCS departure for first unit of assignment or follow-on schools. Soldiers will be signed out at their CQ desk and may depart with an immediate family member (parent/guardian, adult spouse, or adult sibling/cousin) on family day at the discretion of the Battery leadership. Cadre will conduct a brief visual safety check of the POV within which their Soldiers will ride to ensure their safety.

d. This paragraph does not apply to permanent party, MOS Transition (MOS-T) students, ADA BOLC students, WOBC students, or Cadets (not attending DCC).

7. For any Permanent Party or MOS-T AIT students, three and four-day passes require an absence request approved in IPPS-A or manual DA31 for travel beyond 250 miles (driving distance). If a Soldier desires to travel more than a 250-mile radius (125-mile straight line) from Fort Sill during duty or off-duty hours, an absence request through IPPS-A is needed for a mileage approval through the first line supervisor, Battery 1SG and the Battery commander. All personnel are encouraged to use 4-day passes during 4-day weekends if they are striving to conserve and save up their leave days.

8. Battery Commanders have the authority to approve all passes and CONUS leave requests 29 or fewer days. The Battalion Commander is the approval authority for up to 10 days of permissive TDY and CONUS leave requests 30 to 59 days. The Brigade Commander will authorize all leave 60-89 days. PCS leave must carry SM to their actual report date. OCONUS leave should begin with an APACS request to afford sufficient

country clearance prior to requesting an absence through IPPS-A. Some countries with more restrictive travel will require approval from a General Officer.

9. Battery command teams will develop controls to ensure that their Soldiers are adequately prepared to take leave and that they are safe while on leave. First line leaders will be involved in planning for safety considerations.

10. Leave in conjunction with a pass is only authorized when a Soldier is in the local area of their assigned duty station at the transition from leave to pass or vice versa.

11. Battery Commanders may impose additional stipulations on the use of leave as long as it does not conflict AR 600-8-10 and the stipulations are imposed equally across the formation.

12. For IPPS-A routing chains, delegation of authority **MUST** be completed prior to any approver's absence to ensure IPPS-A requests make their way through the chain expeditiously.

13. The BN IPPS-A request for absence routing chain will be the following:

- a. Request to first line supervisor
- b. First line supervisor to battery First Sergeant (intermediate approver)
- c. Battery First Sergeant to Battery Commander (Approver)

14. For 30 to 59 days of leave, the BN IPPS-A request for absence routing chain will be:

- a. Request to first line supervisor
- b. First line supervisor to battery First Sergeant (intermediate approver)
- c. Battery First Sergeant to Battery Commander (Approver)
- d. Battery Commander to BN XO or CSM (intermediate approver)
- e. BN XO or CSM to BN Commander (Approver)

15. For 60 days or more, the BN IPPS-A request for absence routing chain will be the following:

- a. Request to first line supervisor
- b. First line supervisor to Battery First Sergeant (intermediate approver)
- c. Battery First Sergeant to Battery Commander (Approver)


- d. Battery Commander to BN XO or CSM (Intermediate Approver)
- e. BN XO or CSM to BN Commander (Intermediate Approver)
- f. BN Commander to BDE Commander (Approver)

16. For all staff NCOICs and OICs, an IPPS-A request for absence routing chain will be the following:

- a. Request to the first line supervisor (BN XO or S3)
- b. BN XO to Battery First Sergeant (Intermediate Approver)
- c. Battery First Sergeant to Battery Commander (Approver)

17. Battery Commanders will submit requests for absence directly to the Battalion Commander for approval.

18. The point of contact is the undersigned at [michael.m.goglia.mil@army.mil](mailto:michael.m.goglia.mil@army.mil)



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