DEPARTMENT OF THE ARMY
ALPHA COMPANY, TRAINING SUPPORT BATTALION
10,000 HAMPTON PARKWAY
FORT JACKSON, SOUTH CAROLINA 29207-7025

REPLY TO
ATTENTION OF

ATSG-SB-A

12 August 2010

MEMORANDUM FOR All Assigned and Attached Soldiers and Civilians

SUBJECT: Policy Memorandum #4 – Student Pass Policy

1. Reference AR 600-8-10 Leaves and Passes, dated 15 February 2006.

2. This policy provides guidance and standardized procedures for students assigned and attached to Alpha Company.

3. Passes are a privilege and not a right. Passes will be denied if a student is flagged for APFT failure, failure to make weight/tape, or adverse action. In addition, students whose MEDPROS status is amber or red are not authorized to go on pass unless coordination is made with the Commander or 1SG. Pass forms are submitted through students' academic chain of command, who will recommend approval or disapproval prior to submission to Alpha Company. The Alpha Company Commander is the approval authority for all passes for students.

4. All personnel must complete POV inspections and safety contracts prior to submitting a pass request. POV inspections must be updated every 90 days and/or one month prior to graduation.

5. If driving 50-200 miles one way from Fort Jackson, students must complete the Alpha Company Pass Form. If driving over 200 miles one way from Fort Jackson, students must complete at DA Form 31 and a TRiPS risk assessment. Data in blocks 2-10b on the DA Form 31 must be complete and typed. On a regular 2-day weekend, students may not travel over 300 miles one way. On a 3-day or 4-day weekend, students may not travel over 600 miles one way.

6. Students who purchase a round-trip airplane, bus, or train ticket have no mileage limitations on travel plans. They must submit a DA Form 31 and their travel itinerary.

7. Soldiers on pass who request absence beyond authorized pass time due to emergency or unforeseen urgent personal reasons must contact Alpha Company. When extension of pass exceeds 72 hours for a special 3-day pass or 96 hours for a special 4-day pass, leave is charged for the portion that exceeds the pass period. AWOL status applies if the service member fails to return at the appointed time unless extension was granted.

8. *We support the world!*

NICOLE L. JEPSEN
CPT, AG
Commanding