DEPARTMENT OF THE ARMY
BRAVO COMPANY, TRAINING SUPPORT BATTALION
UNITED STATES ARMY SOLDIER SUPPORT INSTITUTE
10000 HAMPTON PARKWAY
FORT JACKSON, SOUTH CAROLINA 29207-7025

REPLY TO ATTENTION OF:

ATSG-SB-B 27 October 2009

MEMORANDUM FOR RECORD

SUBJECT: POLICY STATEMENT #6 Student Pass Policy

1. Pending required training, all students assigned to the Recruiting and Retention School may take a pass every weekend during their course. The class leader from each course must submit all pass forms to the class advisor by Wednesday of the week the pass occurs. The class advisor will ensure Bravo Company has all pass forms by the end of Wednesday's duty day.

2. Each student must submit a pass if traveling outside the Fort Jackson area. Each request must have a complete address and a telephone number in block six of the DA 31. If a student is staying in a hotel, she/he must provide the hotel's name, address, city, state, zip code, and telephone number to complete the request. This is mandatory in case the command receives a Red Cross message or needs to contact the student. Additionally, POV passes with distances over 200 miles will include a U.S. Army Safety Center POV online risk assessment.

3. Students may travel up to 450 miles one way to any destination from the Fort Jackson area over holiday weekends (4-day passes). Students may travel up to 250 miles one way to any destination from the Fort Jackson area over normal 2-day weekends; likewise, students may travel up to 350 miles over 3-day weekends. The Bravo Company Commander is the only one who may grant exceptions to this policy.

4. If a student purchases a plane ticket, she/he may travel anywhere in the continental United States for the weekend. The class advisor only needs to attach a copy of the ticket to the pass request ensuring the Soldier will be back prior to the next academic duty day.

5. The point of contact for this memorandum is the undersigned at 751-8755.

PAUL A. NOCE
CPT, AG
Commanding