



**DEPARTMENT OF THE ARMY**  
**13TH ARMORED CORPS SUSTAINMENT COMMAND**  
**39009 SUPPORT AVE**  
**FORT HOOD, TX 76544-5046**

AFVG-CO

MEMORANDUM FOR 13th Armored Corps Sustainment Command

SUBJECT: Policy Letter #14, Command Leaves and Passes Policy

1. REFERENCES:

- a. AR 600-8-10, Leaves and Passes, 3 June 2020.
- b. DOD Instruction 1327.6, Leave and Liberty Procedures, Incorporating Change 5, 25 August 2023
- c. Army Directive 2022-06, Army Military Parental Leave Program, 19 April 2022
- d. DTM 23-001 (Expansion of the Military Parental Leave Program). 4 January 2023
- e. Integrated Personnel and Pay System -Army (IPPS-A):  
<https://hr.ippsa.army.mil/psp/hcpdc/?cmd=login&languageCd=ENG&>

2. PURPOSE: To establish the 13th ACSC Commander's policy on leaves and passes.

3. APPLICABILITY: This policy is applicable to all Soldiers assigned/attached to the 13th Armored Corps Sustainment Command and is effective immediately.

4. POLICY:

a. Commanders will ensure that there are ample opportunities for leave to be taken; Soldiers are authorized, on average, to take 30 days of leave per fiscal year; commanders are authorized to grant more if operationally possible.

b. Leaders must consider a wide variety of factors when a leave request is submitted including but not limited to medical and personnel readiness. Soldiers will not be denied leave based on these factors alone; challenges should be addressed prior to leave approval.

(1) PTDY requests greater than 10 days require O6 or higher authorization.

(2) PTDY request for 10 days or less require O5 or higher authorization.

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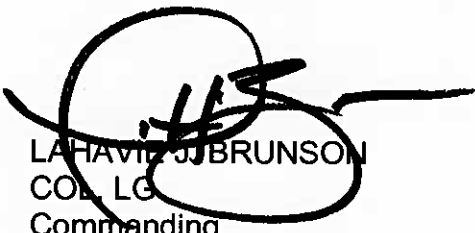
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c. All Outside the Contiguous U.S. (OCONUS) travel requests must meet all of the requirements established by Army regulation for OCONUS travel and requires 06 approval.

5. The Deputy Commander/Chief of Staff is the approval authority for OCONUS travel for all Soldiers in 13th ACSC.

6. Submit all leave requests through The Integrated Personnel and Pay System -Army (IPPS-A).

7. The point of contact for this memorandum is the 13th ACSC G1 at (254) 287-8867 or 13thescg1@army.mil.



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Commanding