



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, III ARMORED CORPS AND FORT HOOD**  
**BUILDING 1001, 761ST TANK BATTALION AVENUE**  
**FORT HOOD, TX 76544-5000**

**COMMANDING GENERAL'S**  
**POLICY LETTER #8**

AFZF-CG

11 5 JUL 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Leave and Pass Policy

1. Purpose. The purpose of this memorandum is to reaffirm the policies outlined in Army Regulation (AR) 600-8-10, "Leaves and Passes," and to prohibit unit commanders from imposing additional administrative requirements on Soldiers requesting leave beyond those mandated by Army policy.

2. Policy. Commanders at all levels within III Armored Corps shall not require Soldiers to submit any additional documentation beyond the standard leave request requirements established by AR 600-8-10. Specifically, the following documents shall not be required for leave approval:

a. Leave and Earnings Statement (LES)

b. MEDPROS status or medical readiness documentation (unless related to PCS readiness and deployability status)

c. Proof of funds, travel itineraries, or other financial documentation IAW OCONUS travel country clearance requirements.

d. Any additional forms or documentation outside of those explicitly required by Army regulation.

3. Authorized Leave Documentation. The following documents are required to process and approve leave requests in IPPS-A:

a. IPPS-A Leave Request Submission – All leave requests must be initiated and submitted through the Integrated Personnel and Pay System – Army (IPPS-A).

b. DA Form 31 (Request and Authority for Leave) – The approved DA Form 31 must be generated from IPPS-A or manually uploaded if required.

c. Commander's Digital Approval – Leave requests require approval from the appropriate commander or delegated authority within IPPS-A.

AFZF-CG

SUBJECT: Leave and Pass Policy

d. Travel Risk Assessment (when required per AR 600-8-10) – Must be completed and attached in IPPS-A for high-risk travel situations.

e. Supporting Documentation (if applicable) – Any additional documentation required for specific leave types (e.g., emergency leave verification, PCS orders for administrative absence requests, or special leave category justification).

4. Command Authority and Compliance. While commanders retain the authority to manage leave in accordance with mission requirements, they shall not impose additional administrative burdens unrelated to leave policy compliance. Unit policies that contradict or impose additional requirements beyond AR 600-8-10 are unauthorized and must be rescinded immediately.

5. Exceptions. This policy does not apply to:

a. OCONUS leave, which may have additional documentation requirements based on international travel regulations.

b. Emergency leave, where verification documentation (e.g., Red Cross messages) may be necessary.

c. Deployment-related leave restrictions, where additional unit coordination may be required based on mission status.

6. Enforcement and Reporting. Any violations of this policy should be reported through the unit's S-1, Inspector General (IG), or higher command channels for review and corrective action. Commanders at all echelons will ensure compliance with this directive.

7. Point of Contact. For questions regarding this policy, contact the III Armored Corps G-1 at (254) 288-2846.



KEVIN D. ADMIRAL  
Lieutenant General, USA  
Commanding

DISTRIBUTION:

IAW FC Form 1853: A