



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 3D CAVALRY REGIMENT  
BUILDING 9001 LEGENDS WAY  
FORT CAVAZOS, TX 76544

AFZC-RCO

25 MAY 23

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #8 Leaves and Passes

1. References.

a. AR 600-8-10, Leaves and Passes, 3 June 2020.

b. DOD Instruction 1327.06, Leave and Liberty Policy and Procedures, incorporating change 4, 15 January 2021.

2. Commanders will ensure there are ample opportunities for Soldiers to take administrative absence. Soldiers are authorized, on average, to take 30 days of leave per fiscal year and Commanders are authorized to grant additional leave and pass, as operationally feasible.

3. Leaders must consider a wide variety of factors when an absence request is submitted through IPPS-A, 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.

4. No DA Form 31 is to be submitted as a source of requesting leave. All absence requests will be submitted for through Integrated Personnel and Pay Systems-Army (IPPS-A) for approval/disapproval.

5. Unofficial outside contiguous United States (OCONUS) travel requests must meet all requirements established by the S1/S2 unofficial OCONUS travel checklist.

6. Official and unofficial overseas leave within the United States (CONUS and Hawaii, Alaska, and U.S. territories) is approved by the first O-6 Commander in the service member's chain of command; the Regimental Commander.


7. PTDY and Unofficial OCONUS travel is approved by the first O-6 Commander in the service member's chain of command; the Regimental Commander.

a. PTDY request greater than 10 days requiring O-6 or higher authorization.

b. Unofficial OCONUS travel requiring O-6 or higher authorization.

AFZC-RCO  
SUBJECT: Leaves and Pass Policy

8. The point of contact for this memorandum is the RS1 at  
karee.n.dixonthompson.mil@army.mil.

  
JEFFREY J. BARTA  
COL, AR  
Commanding  
EOM

DISTRIBUTION:  
HHT, ALL SQUADRONS

