



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 1ST CAVALRY DIVISION  
FOS BOLESŁAWIEC, POLAND  
APO, AE 09008

AFVA-CG

2 August 2024

MEMORANDUM FOR RECORD

SUBJECT: 1st Cavalry Division Release from Theater Guidance for United States Army Europe Area of Operations

1. References.

- a. Army Regulation (AR) 600-8-10, (Leaves and Passes), 03 June 2020.
- b. Army in Europe and Africa Command Policy 2022-09, Ordinary Leave Restriction, the Army Military Parental Leave Program, Emergency Leave, and Special Leave Accrual for Soldiers Participating in Operational Deployments within USAREUR-AF Area of Operations, 31 May 2022
- c. V Corps Delegation of Authority to Approve Exceptions to Policy for Ordinary Leave and Army Military Parental Leave Program (MPLP), 22 April 2024.

2. **Purpose.** The purpose of this memorandum is to provide clear guidance on leave and release from theater procedures, assure compliance with applicable regulations, enhance the wellness and accountability of all personnel within the organization. United States Army Europe and Africa restricted the authority for commanders to approve ordinary leave for Soldiers participating in operational deployments within the USAREUR-AF area of operations.

3. **Applicability.** This policy applies to all personnel assigned, attached, or under the administrative control of 1st Cavalry Division Forward and supersedes any previous policy issued.

4. **Intent.** Leave, and other absences from duty, must be granted within the constraints of operational military requirements. The current European security environment requires our forces to be combat-credible and warfighting-oriented. This policy sets the foundation to provide respite from the work environment in order to improve performance and increase morale, while maintaining a combat-credible force.

5. **Ordinary Leave.**

AFVA-CG

SUBJECT: 1st Cavalry Division Leave and Release from Theater Guidance for United States Army Europe Area of Operations

a. In accordance with reference 1c, the 1st Cavalry Division Commanding General is delegated authority to approve ordinary leave requests for personnel participating in operational deployments within the USAREUR-AF area of operations.

b. Ordinary leave may be granted on a case-by-case basis. Ordinary leave requests are not to exceed 14 days. The chain of command must verify the amount of leave days requested by the Soldier are justifiable. Ordinary leave travel is at the Soldier's expense. Soldiers should not make plans without an approved leave request and approved exception to policy or Soldiers risk forfeiting those commitments.

#### **6. Army Military Parental Leave Program (MPLP).**

a. In accordance with reference 1c, the 1<sup>st</sup> Cavalry Division Commanding General is delegated authority to approve Army Military Parental Leave Program Primary or Secondary Caregiver leave. AR 600-8-10, Chapter 5-5, establishes the guidelines for Army Military Parental Leave Program.

b. If approved, MPLP will not exceed 14 days. Soldiers should expect to take the remainder of their authorized MPLP after redeployment. Soldiers are responsible for funding MPLP travel and accrued expenses.

#### **7. Emergency Leave**

a. In accordance with reference 1a, emergency leave approval for up to 30 days is delegated to the first brigade level commander (in the grade of O-6). This authority may not be further delegated. AR 600-8-10, Chapter 4-5, establishes the guidelines for emergency leave.

b. If a Soldier is unable to return from emergency leave due to extenuating circumstances, a release from theater is required. See paragraph 10.

**8. Passes.** Unit Commanders implement pass policies taking into consideration their location, mission, readiness, and personnel. Affording time for passes is an incentive to maintain morale of Soldiers. Passes are a privilege not an entitlement. AR 600-8-10, Chapter 7, establishes the guidelines for passes.

a. Unit must maintain a ready, combat credible force for the duration of our time in Europe. All commanders will assess their training schedules and appropriately forecast times when passes are acceptable and provide predictability for Soldiers. The expectation is commanders monitor who is approved on passes at any given time to ensure their formations remain ready to achieve their assigned combat missions, if directed to fight. Commanders must ensure an appropriate number of Soldiers are always available to maintain readiness. Accordingly, passes or other absences are limited to 20% of available personnel at all time.

AFVA-CG

SUBJECT: 1st Cavalry Division Leave and Release from Theater Guidance for United States Army Europe Area of Operations

b. Battalion commanders are the minimum approval authority for passes. Brigade commanders can further increase the approval authority based on the risk and situation at individual FOS locations.

c. The below specifies circumstances that require and do not require an approved pass:

(1) If a Servicemember will remain away from their assigned duty location during the hours of curfew or overnight, the Servicemember must have an approved IPPS-A Regular or Special Pass Request.

(2) If a Servicemember will cross an international border or travel utilizing air travel, the Servicemember must have an approved IPPS-A Regular or Special Pass Request.

(3) Leaving the FOS for a regular pass after duty hours or on a designated nonduty day, where the Servicemember will return the same day prior to curfew, is a "day trip" that does not require an IPPS-A approved regular pass. Soldiers in this category do not count against the 20% metric described above. Examples of regular "day trip" passes include but are not limited to: leaving the FOS to eat dinner in the evening, leaving the FOS for a haircut in the afternoon before returning to duty, leaving the FOS to go shopping in the evening, or leaving the FOS to visit a neighboring town within the same country of the Servicemember's place of duty on a non-duty day.

d. Commanders at echelon can further restrict passes during certain windows to meet their missions and training objectives (as an example, Warfighter). CG, Task Force Marne retains the authority to approve exceptions to guidance on passes.

**9. Special Leave Accrual (SLA).** Applicable personnel who serve on an operational deployment for a period of at least 120 consecutive days and who are prevented from taking leave while serving in a leave-restricted area may be eligible for SLA. AR 600-8-10, Chapter 3 establishes the guidelines for Special Leave Accrual.

**10. Release from Theater.** In accordance with reference 1b, personnel deployed to the USAREUR-AF area of operations are eligible to return to their home station before completing their deployment if one of the following conditions applies.

a. Expiration Term of Service (ETS). These personnel are eligible to return to their home station no later than 90 days before their ETS or Separation date.

b. Retirement. These personnel are eligible to return to their home station no later than 90 days before the start date of their transition leave.

c. Permanent Change of Station (PCS) Movement. These personnel are eligible to return to their home station no later than 60 days before their PCS report date.

AFVA-CG

SUBJECT: 1st Cavalry Division Leave and Release from Theater Guidance for United States Army Europe Area of Operations

d. Professional Military Education (PME) in TDY and Return Status. These personnel are eligible to return to their home station 14 days before the start date of their course.

e. Justifiable Hardship. Personnel requesting early release due to justifiable hardship are eligible to return to their home station as soon as viably possible once the hardship has been confirmed by the chain of command.

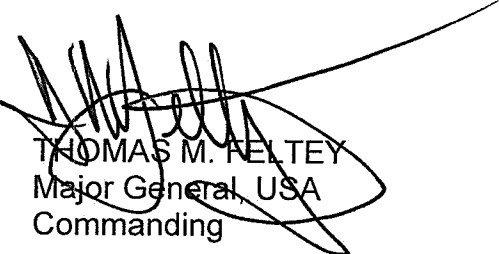
f. Key Development Assignments. These personnel are eligible to return to their home station 14 days before their intra-post transfer report date.

g. Commander's Call. These personnel are eligible to return to their home station as soon as viably possible based on the Commander's assessment and determination when a Soldier's situation does not meet any of the above conditions. Examples could be medical conditions and/or personnel transitions.

h. All Release From Theater (RFT) packets must be submitted to the 1st Cavalry Division G1 NLT 60 days prior to the requested date.

11. The Commanding General, V Corps, is the approval authority for the individual releases from theater in paragraph 10. This authority may not be further delegated in accordance with reference 1b.

12. The point of contact for this memorandum is the LTC Yakena Douglas, Assistant Chief of Staff, G1, 1st Cavalry Division at [yakena.m.douglas.mil@army.mil](mailto:yakena.m.douglas.mil@army.mil).



THOMAS M. FELTEY  
Major General, USA  
Commanding