



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION (Mechanized)
FORT HOOD, TEXAS 76544-5200

REPLY TO
ATTENTION OF:

AFYB-CG

10 March 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2003 Spring Break Guidance

1. This purpose of this memorandum is to provide guidance to commanders in 4th Infantry Division (M) for the 2003 Spring Break, while ensuring our ability to rapidly respond to a movement order. Our local independent school districts are observing Spring Break from 17 to 21 March 2003. Although we are on a short-notice deployment timeline, it is my intent to maximize family and personal time while our children are on recess.

2. The following guidance is in effect for spring break, but will be immediately rescinded upon receipt of a movement order:

a. The Division will observe training holidays on 17 and 21 March 2003.

b. Brigade Commanders may grant leave and/or pass up to 20% of their assigned unit strengths at any given time. Soldiers must remain within a 200-mile radius and are subject to return to their unit within 24 hours of notification. Soldiers manifested on the ADVON are subject to return to their unit within 12 hours of notification.

c. Brigade Commanders may approve up to one week of leave for soldiers that have instituted long-term family care plans outside of the 200-mile radius in order to visit their children. Soldiers must be able to return to their unit within 72 hours of deployment notification. This exception to take up to one week of leave beyond the 200-mile radius does not apply to soldiers manifested on the ADVON.

d. Brigade Commanders must report the number of soldiers taking leave outside of the 200-mile radius under the provisions of paragraph 2.c to the Chief of Staff NLT 14 March 2003.

e. All Force Package #1 units must maintain a cadre during duty hours and within one-hour recall during non-duty hours to immediately respond and execute to a movement order. The size and organization of the cadre is determined by Brigade Commanders.

f. Leaves and passes should be prioritized to deploying soldiers.

3. Our goal is to maximize the number of soldiers that are able to enjoy a safe and relaxing spring break with their families. Our soldiers and families have earned a break, but we must remain ready to respond to our Nation's call on a moment's notice. ***We need each and every soldier safely back in formation and ready to deploy when the Ironhorse is called!***

Steadfast and Loyal!

RAYMOND T. ODIERNO
Major General, U.S. Army
Commanding

Distribution: A+