



**DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION (MECHANIZED)
FORT HOOD, TEXAS 76544**

AFYB-CG

18 October 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Emergency Leave Procedures

1. References: AR 600-8-10, Leaves and Passes
2. Key agencies:
 - a. American Red Cross
 - b. ACS
 - c. AER
 - d. Commanders
 - e. Personnel Services Detachment
 - f. Rear Detachment Commanders
 - g. G1
 - h. SATO Travel
3. Purpose: The purpose of this policy letter is to provide guidance to Commanders on emergency leave and the procedures on how to execute their emergency leave program.
4. Policy:
 - a. The first O-6 in the chain of command (CoC) is the approving authority for emergency leave with him/her signing the DA Form 31.
 - b. Emergency leave does not require Red Cross notification. However, the following are the procedures/policy for Red Cross notification.
 - (1) American Red Cross Representative (ARCR) has established a cell in Kuwait. Red Cross messages will be passed either through Rear Detachment to ARCR or directly from ARC National to ARC Rep Kuwait. ARCR will contact each Brigade Rear Detachment (S1) for passage to the appropriate unit. Unit must reply to Brigade Rear that the message has been delivered to the Soldier.
 - (2) It is the CoC's responsibility to pass on the Red Cross message. Under no circumstances will Red Cross messages be broadcast over any radio net. Red Cross messages will be accepted only in cases of legitimate emergencies as defined by AR 600-8-10.
 - (3) Upon receiving the Red Cross message the CoC will verify information and forward proper paperwork to Division G1 prior to the Soldier's departure. Service members are authorized to return from the AOR to home station before proceeding to emergency leave destination. All Soldiers will travel from the APOE/APOD in their military uniform. Soldiers will need to bring civilian attire and be prepared to change from military uniform to civilian clothing upon arrival in CONUS.

AFYB-CG

SUBJECT: Emergency Leave Procedures

c. The following example of emergencies is not all inclusive, but meets the criteria for approval by the O-6 Commander:

(1) Soldier's presence will contribute to the welfare of a terminally ill member of immediate family, when the projected date of death is within the month. Immediate family members include parents, ~~step-parents~~, children, sibling, an only living relative, and a person in "loco parentis" status. In "loco parentis" is defined as a person who stood in place of a parent to the Soldier or Soldiers spouse for 24 hours a day, for at least 5 years before the Soldier or Soldier's spouse turned 21 years of age.

(2) Death of an immediate family member as defined in paragraph c. (1).

(3) Serious situation involving accident, illness or required major surgery that cannot be postponed due to the urgency of the emergency condition. Childbirth without complications is not considered an emergency.

(4) Soldier is personally affected by a disaster (flood, hurricane, tornado) when severe or unusual hardship would be encountered if the Soldier did not return home.

5. All personnel departing from country or theater for any reason (Emergency Leave, Redeployment, R&R LV, etc.) will check in with the PSB/G1 representative at the respective APOE/APOD prior to departure to update their duty status or duty location. Soldiers must have an approved Letter of Release signed by a O6. A fund cite will be received in Kuwait from the PSB/G1 representative.

6. Emergency Leave extension approval authority is the Brigade rear detachment commander.

7. POC is the Deputy G1, MAJ Jones, 287-7042.


JAMES D. THURMAN
Major General, USA
Commanding

DISTRIBUTION:

C