



DEPARTMENT OF THE ARMY  
Headquarters, 5<sup>th</sup> Brigade, 4<sup>th</sup> Region (ROTC)  
2421 Dickman Road, Suite 80  
Fort Sam Houston, Texas 78234-5080

ATOD-E

13 September 2002

MEMORANDUM FOR All Apache Brigade Personnel

SUBJECT: Brigade Policy Memorandum 7 – Leave

1. Reference: AR 600-8-10, Leaves and Passes, 1 July 1994.
2. All cadre should plan on taking their authorized leave every year. Note the word “plan.” As a consumer of significant blocks of time, leave must be planned for just like any other major activity. Don’t wait until the end of the fiscal year to discover that you are in a “use or lose” leave situation. This reflects poorly on your ability to plan. I don’t expect anyone to lose leave either.
3. All leaders need to understand and follow the provisions of AR 600-8-10 and applicable leave policies affecting your contract and civilian employees. Being away from a military post is no excuse for not doing things by the book and there is a great deal of folklore when it comes to what you can and can’t do in regards to passes and leaves.
4. I am the approval authority for all leave requests for brigade headquarters personnel and all brigade personnel requesting in excess of 30 days leave.

A handwritten signature in cursive script that reads "David A. Ahrens".

DAVID A. AHRENS  
COL, FA  
Commanding

CF:  
5<sup>th</sup> Bde Battalion Commanders  
Each JROTC DAI and SAI  
Fourth Region HQ, ATOD-ZB