



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND**  
**102 MCNAIR DRIVE**  
**FORT MONROE VIRGINIA 23651-1047**

REPLY TO  
ATTENTION OF

ATOM-O (350)

11 August 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Advance Planning for Christmas/New Year Holiday- Exodus  
Fiscal Year (FY05) for Initial Entry Training (IET) Soldiers

1. References:

a. AR 600-8-10, Leave and Passes, 31 Jul 03

b. TRADOC Reg 600-16, Procedures for Exodus- The Christmas-  
New Year Holiday Period for Personnel in Training, 19 Aug 99

2. CG TRADOC has reversed the decision to suspend FY05 Exodus,  
and the traditional two week holiday break will continue.

3. The guidance below applies to IET soldiers:

a. The annual Christmas and New Year Holiday-Exodus is  
scheduled from 20 Dec 04 through 2 Jan 05 (14 days). Installation  
commanders, after coordination with Headquarters, U.S. Army  
Training and Doctrine Command (TRADOC), Deputy Chief of Staff for  
Operations and Training (DCSOPS&T), Training Operations Management  
Activity (TOMA), have the flexibility to deviate up to three days  
from the scheduled departure and return dates for trainees and  
students under the following conditions:

(1) Commercial transportation facilities are unable to  
accommodate the traffic requirement.

(2) To avoid changes to scheduled training graduation  
dates.

(3) To conduct makeup or refresher training as required.

b. The three-day flexibility does not change the start date of  
advanced individual training (AIT). AIT will start training on 3

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Jan 05 as scheduled. Commanders may also grant additional leave to soldiers who observe Three Kings Day (6 Jan). Installations should submit requested Exodus dates to HQ TRADOC, ATTN: ATOM-O, upon receipt of this memorandum.

4. The last basic combat training (BCT) and one station unit training (OSUT) fill prior to Exodus is Reception Week (RW) 29 Nov 04. RWs 6, 13, 20, and 27 Dec 04 are non-fill weeks for BCT and OSUT. The first BCT and OSUT fill after Exodus will be RW 3 Jan 05. There is no requirement for a host reception battalion (RECBN) to remain open during Exodus; however, BCT/OSUT sites should make provisions to handle any possible exceptions that show up. All RECBNs will resume normal operations on 2 Jan 05 to ensure RW processing for BCT and OSUT Soldiers on RW 3 Jan 05.

5. Guidance for soldiers graduating from BCT in Dec 04:

a. BCT soldiers graduating on 2 and 9 Dec 04 with an AIT report date of 3 and 10 Dec 03, respectively, are shipped to the gaining AIT installation prior to being granted Exodus leave. The BCT site will coordinate with the gaining AIT site and make Exodus transportation arrangements for those soldiers before they are shipped to AIT.

b. BCT soldiers graduating 2 and 9 Dec 04 with an AIT report date of 3 Jan 05 are granted Exodus leave from the BCT site and report to the AIT site directly from the leave location. The unit must verify transportation arrangements to the soldier's leave address and onward to the AIT installation, prior to the soldier's departure on Exodus leave. When the soldier is scheduled for AIT at another service school (e.g., U.S. Air Force), the BCT site coordinates with the gaining service school five weeks prior to report/start date to verify status of the AIT class. After verification, the soldier is shipped to AIT or is released for Exodus.

6. BCT soldiers graduating between 22 Nov 04 and 17 Dec 04 are ticketed for Exodus at the BCT site.

7. OSUT and AIT soldiers graduating in Dec 04, who have follow-on training scheduled that does not start until Jan 05, will remain

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at the AIT/OSUT installation and may be granted Exodus leave, if desired. Soldiers will proceed to their follow-on training when Exodus leave ends. OSUT and AIT soldiers graduating in Dec 04 who are being assigned to a unit are shipped upon graduation in accordance with instructions from Human Resource Command (HRC).

8. Soldiers in BCT, OSUT, and AIT courses interrupted by Exodus must receive all instruction dictated by the program of instruction (POI). In no case will tasks be dropped from the POI.

9. Local commanders will ensure all soldiers who depart on Exodus leave receive sufficient training to properly represent the Army while on leave. This is especially true of BCT soldiers. Soldiers must uphold the highest standards of the Army. The uniform for Exodus CONUS travel is Class A.

10. A liaison team, consisting of officers and noncommissioned officers from Forts Jackson, Gordon, and Benning, is assigned at Hartsfield Airport to coordinate and facilitate smooth movement of soldiers through Atlanta during Exodus. Fort Benning has tasking authority and will appoint an overall troop commander coordinator to be in charge of the liaison team.

11. Installation commanders should continue developing force protection plans to reduce risk to soldiers observing Exodus. Installations must continue coordinating security requirements with local law enforcement agencies, and provide additional security awareness briefings to soldiers prior to Exodus.

12. The maximum dollar amount of advance pay authorized for transportation/travel costs has increased to \$500.00. The chain of command must ensure that soldiers understand this advance will be repaid by deduction from subsequent pay.

13. TRADOC installations are required to provide the TRADOC Operations Center an Exodus movement plan that includes recovery of returning soldiers NLT 19 Nov 04.

14. Commanders will submit status reports of IET Soldiers IAW Annex J of EXODUS Handbook. The status reports are required from 20 DEC 04 on a daily basis at 1200 EST until complete. Installations will submit report to the Training and Doctrine Command

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(TRADOC) Emergency Operations Center (EOC). Upon receipt of the Standard Reports, the TRADOC EOC will consolidate the information into the TRADOC Summary Report NLT 1700 EST daily and forward the Summary Report to the TRADOC CG, DCG-IET, and DCSOPS&T. The FY05 Exodus final report is due on 19 Jan 05.

15. Within 72 hours of return from Exodus, 100% of IET soldiers will be administered the urinalysis test. Results of urinalysis testing will be reported to HQ, TRADOC as soon as results are received.

16. HQ TRADOC will host a monthly FY05 Exodus VTC to discuss implementation of this guidance, resolve issues, establish coordination, review reporting requirements, MWR responsibilities, and conduct of an after-action review (AAR). Dates are as follows: 20 Aug 04 (1300-1400 EST)/ 23 Sep 04 (1500-1600 EST)/21 Oct 04 (1500-1630 EST)/ 19 Nov 04 (1500-1630 EST)/10 Dec 04 (1500-1630 EST)/19 Jan 05 (1400-1500 EST).

17. The points of contact for this action are LTC Marilyn Depoe, DSN 680-4444, Commercial (757) 788-4444, email marilyn.depoe@monroe.army.mil, and Mrs. Janice Neff, DSN 680-3964, Commercial (757) 788-3964.

FOR THE ASSISTANT DEPUTY CHIEF OF STAFF FOR TRAINING:



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