



REPLY TO
ATTENTION OF

ATSS-CD

DEPARTMENT OF THE ARMY
UNITED STATES ARMY SERGEANTS MAJOR ACADEMY
11291 SGT E. CHURCHILL STREET
FORT BLISS, TEXAS 79918

23 January 2012

MEMORANDUM FOR ALL ASSIGNED/ATTACHED PERSONNEL, US ARMY SERGEANTS MAJOR ACADEMY, FORT BLISS, TX 79918

SUBJECT: Policy Memorandum # 03, Leave, Passes, Permissive TDY, & Civilian Leave

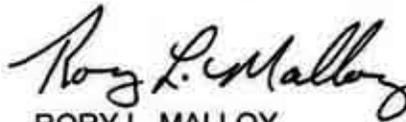
1. Reference: AR 600-8-10, Leaves and Passes, dated 15 Feb 06.
2. Purpose: To outline the Commandant's Leave & Pass policy.
3. All personnel are encouraged to use their authorized leave to the maximum extent possible. Leave management is a supervisor and an individual responsibility. Individuals are responsible for planning leave periods in coordination with their respective supervisor. Supervisors will provide subordinates the opportunity for adequate leave periods with at least one 10 – 14 day period per year. All leave requests will be coordinated with supervisor and balanced against mission. Requests for advanced leave will be reviewed on a case by case basis.
4. All Soldiers taking non-local leave will complete a POV Risk Assessment and the online Travel Risk Planning System (TRIPS), both of which will be approved by first line supervisors. The SS&F Company Commander will have responsibility to ensure these safety components of taking leave are executed and kept on file.
5. Civilian leave management is an individual responsibility and will be coordinated with supervisors in order to balance mission requirements with individual leave requests. Supervisors will ensure that civilian employees are afforded the opportunity to expend annual leave and will mandate that any "use/lose" leave is expended, prior to the end of the calendar year as it will pay out if not used. In addition, civilian employees who earn compensatory hours will be afforded the opportunity to take leave to expend those hours. Civilian leave requests will have a minimum of 24-hours advance written or verbal approval by the Supervisor except in emergency situations.
6. SFC and above are authorized to telephone PAC (or SDNCO after duty hours) to sign in or out on leave at 744-8237 (PAC) or 744-8081 (SDNCO). SSG and below must sign out in person.
7. Passes are encouraged as rewards to deserving Soldiers IAW AR 600-8-10. Soldiers traveling more than 150 miles from Fort Bliss on non-duty days are required to have an approved mileage pass granted by the company commander.
8. Travel to Mexico: Travel to Mexico by Soldiers is currently prohibited by the installation commander and further defined in my Policy #19 (Juarez, Mexico Leave & Pass Policy - Jul 11). All assigned/attached Soldiers and students, including International Students are prohibited from traveling to Mexico due to increased violence. Civilian employees and family members are highly discouraged from traveling to Mexico.

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9. Soldiers requesting Permissive TDY in conjunction with PCS may receive 10 days for house hunting purposes. Any request for more than 10 days must be justified. Up to 20 days of Permissive TDY in 10 day increments may be granted in conjunction with retirement for the purpose of house hunting and job hunting. Soldiers who elect to retire in El Paso or surrounding areas will normally not be granted Permissive TDY, without a compelling justification. All Permissive TDY requests must be approved by the Commandant.

"Ultima Strong!"



RORY L. MALLOY
CSM, USA
Commandant