



DEPARTMENT OF THE ARMY  
U.S. ARMY SERGEANTS MAJOR ACADEMY  
11292 SGT E CHURCHILL STREET  
FORT BLISS, TEXAS 79914

ATSS-CD

1 December 2015

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

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

1. Reference: AR 600-8-10, Leaves and Passes, dated 15 Feb 06, with Rapid Action Revision (RAR) 4 Aug 11.
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 with adequate leave periods with at least one 10-14 day leave period per year. All leave requests will be coordinated with the 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 Directors, Sergeants Major Course (SMC) and Staff and Faculty (S&F), as well as the Commandant, NCOA will have responsibility for Soldiers assigned to their respective units insofar as ensuring the safety components of taking leave are executed and kept on file.
5. Cadre member 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 in and out in person. All SMC students must personally sign out through Staff Duty Personnel.
6. 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 Executive Director for their department.

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7. 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 – Nov 15). 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.

8. 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 either 5 or 10 day increments may be granted in conjunction with retirement for the purpose of house hunting and job hunting. Soldiers must physically sign in and out with Staff Duty, for 5 day increment permissive TDY. Soldiers who elect to retire in El Paso or the surrounding areas will normally not be granted Permissive TDY, without a compelling justification. All Permissive TDY requests must be approved by the Commandant.

9. Soldiers are reminded that failure to complete mandatory training on time may result in unfavorable consideration of non-emergency leave or pass requests.

**“Ultima Strong!”**

A handwritten signature in black ink, appearing to read 'Dennis E. Defreeze', with a stylized flourish at the end.

DENNIS E. DEFREESE  
CSM, USA  
Commandant