

## MEMORANDUM FOR RECORD

SUBJECT: Policies and Guidelines for Transient Soldiers

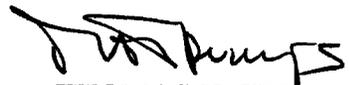
1. Welcome to the Fort Bliss Welcome Center. Our goal is to make your stay in our barracks and in-processing as pleasant as possible. With that in mind, we ask that you read and comply with the following policies and guidelines set forth in this memorandum.
2. Soldiers must report to in-processing personnel located at the front desk in Bldg 505, on the corner of Pershing and Holbrooks. The Welcome Center is open seven days a week from 0600-2400 hours. In-processing at Fort Bliss is a 5-day schedule and is conducted in BDUs. All in-processing personnel are required to report not later than 0700 hours to bldg 505 on each duty day, unless otherwise instructed.
3. Soldiers requiring transportation will be picked up outside billeting, the barracks or their hotel. All soldiers will be provided a van schedule daily. Those soldiers with POVs are required to report by 0700 hours for accountability.
4. All soldiers (except soldiers graduating AIT units on Fort Bliss) are authorized Temporary Lodging Expense (TLE). All unaccompanied soldiers, SSG and below, and AIT soldiers will stay in Marcello Hall (bldg 919A). Soldiers in-processing with family members or SFC's and above will report to the Fort Bliss Inn for lodging. If no rooms are available, the Inn will stamp a receipt with "non-availability" and direct soldiers to off-post lodging facilities.
5. Soldiers with approved PTDY for house hunting must report to the housing office in building 504A, Mon-Fri, between the hours of 0800-1600 hours. The housing office will make the proper annotation to the DA Form 31. Upon completion of PTDY, soldiers will report to building 505 as instructed in paragraph 2. If housing is available, all soldiers must sign in at building 505 prior to accepting housing.
6. In-processing soldiers are not permitted to schedule appointments during the 5-day in-processing period unless cleared with the in-processing NCOIC.
7. The limit of travel for all newly arrived soldiers is the El Paso city limits, regardless of day or night, to include holidays. In addition, all soldiers are prohibited from visiting "Off Limits" establishments. An updated list is posted on the bulletin board in the Welcome Center.
8. Soldiers with children are responsible for setting up daycare for their children during the 5-day in processing period. The Child Development Services (CDS) is located at building 1730 on Haan Road next to the Fort Bliss Post Office. Free daycare is provided to all ranks during in-processing Mon-Fri from 0530-1730 hours. The CDS phone number is 568-5689/6335.

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9. All soldiers arriving with fire arms or knives over 3 inches long are required to immediately inform the Welcome Center NCOIC (on the weekend, the soldier on duty) and secure the weapon in the C Detachment, 546<sup>th</sup> PSB, arms room for the duration of in-processing.

10. POC for this memorandum is the Welcome Center NCOIC @ DSN 978-6309, commercial 915-568-6309 or the OIC @ DSN 978-1310, commercial 915-568-1310.



THOMAS H. TRUMPS  
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Garrison Commander