



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BLISS
1741 MARSHALL ROAD
FORT BLISS, TEXAS 79916-3803

IMBL-ZA

FEB 12 2015

POLICY MEMORANDUM # 6

SUBJECT: Leave and Pass Policy

1. References:

a. AR 600-8-10, Leaves and Passes, 15 February 2006 updated with RAR 4 August 2011.

b. CG Policy Letter # 3, Prohibition of Travel to Certain Mexican States and Cities, dated 16 December 2013.

2. The intent of this policy is to ensure Commanders have visibility of their Soldiers traveling outside of the local area and to minimize POV, water and alcohol related accidents.

3. Soldiers and Department of the Army civilian personnel will take full advantage of the Army and Department of Defense and Federal leave policies. Experience has shown regular use of leave is beneficial to health, morale and motivation.

4. The following additional requirements have been established for processing leaves and passes for Soldiers and Department of the Army civilians within the command and control of the Garrison Command.

a. Unit Commander's can approve a leave requests for 29 days or less. The Garrison Commander is the only Commander that can approve leave requests for 30 days and more.

b. Per Ref. B, the CG has prohibited Soldiers from traveling into Juarez, Mexico and many other locations in Mexico until further notice.

c. Soldiers must have a DA Form 31, copy of POV inspection, drivers license, proof of insurance, leave and earning statement, travel itinerary and risk assessment for travel outside a 150 mile radius of the local area. "Outside the local area" are destinations extending beyond El Paso in a west to north to east comprising of the following cities: Lordsburg, New Mexico; Silver City, New Mexico; Socorro, New Mexico; Capitan/Ruidoso, New Mexico; Roswell, New Mexico; Carlsbad, New Mexico; and Van Horn, Texas.

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d. Commander's will conduct appropriate risk assessments for every Soldier traveling under the conditions in paragraph 2 above and take actions to mitigate identified hazards,(i.e., Soldiers traveling by POV get an appropriate amount of sleep the night before they depart).

5. Commanders and Directors will frequently review the leave balance of their military and civilian personnel to ensure excessive accrual of leave does not happen.

6. Point of contact for this memorandum is (915) 568-5031.



MIKE HESTER
COL, AR
Commanding