



DEPARTMENT OF THE ARMY  
HEADQUARTERS, FORT BLISS  
1733 PLEASANTON ROAD  
FORT BLISS, TEXAS 79916

REPLY TO  
ATTENTION OF

29 June 2009

AFBL-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Short-Notice Tasking Policy

1. REFERENCES.

- a. Army Regulation 350-1, dated 03 AUG 07.
- b. FM 7-0, Train for Full Spectrum Operations, dated 12 DEC 08.
- c. FM 7-1, Battle Focused Training, Dated 15 SEP 03.

2. APPLICABILITY. This policy applies to all Fort Bliss Units.

3. POLICY. Short-Notice taskings are a significant contributor to unpredictability. On occasion, such taskings are a result of higher headquarters direction. However, on many occasions, they are the result of inefficiencies from within our formation. Within Fort Bliss, we must commit to providing our Soldiers and employees better predictability by reducing the turbulence caused by short-notice taskings.

a. The Installation G3 is the tasking authority for Fort Bliss. The Installation G3 will receive, evaluate and validate all tasking requests, then task appropriate units to fill tasking requirements. A tasking is considered late or short-notice when the order is published less than 45 days prior to execution.

b. Effective immediately, the following approval authorities are established for short-notice taskings originating from this headquarters:

(1) Taskings published 30-45 days from execution require Installation G3 approval.

(2) Taskings published 11-29 days from execution require Fort Bliss Deputy Commanding General approval.

(3) Taskings published 10 days or less from execution require Fort Bliss Commanding General Approval.

c. The following actions will occur upon receipt of a short-notice tasking request:

(1) The requestor will submit a justification with the tasking request.

(2) The MSE G3 will check the tasking request for completeness.

(3) The MSE G3 will immediately issue a warning order for the tasking within 24 hours after receipt of the request to the affected unit. The MSE G3 will forward the late tasking request and justification to the G3, Deputy Commanding General or Commanding General for decision.

d. Units may request relief from tasking as follows:

(1) Upon receipt of short-notice taskings, commanders will provide a Request for Relief (RFR) to this headquarters within 48 hours of receipt of tasking.

(2) Units are responsible for the tasking until properly relieved.

(3) The RFR must specifically address why the tasked unit cannot support the tasking (to include a troop to task if appropriate).

(4) The respective Chief of Staff or separate brigade level Commander will sign RFRs.

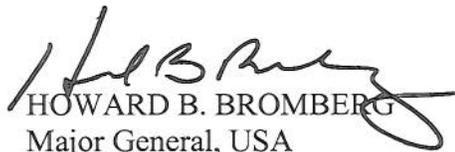
(5) If the RFR is favorably considered, the unit tasked will be relieved of the tasking.

(6) Upon Receipt of all other taskings, Commanders have 5 days to submit the requested information or RFR to this headquarters.

4. It is the responsibility of all Army leaders to ensure that every Soldier is properly trained and prepared before going into harm's way. We must make it a priority to reduce short-notice taskings to prevent any loss of training for our Soldiers and units. Personal attention to this issue will provide predictability in training programs as well as daily lives which is what Soldiers deserve.

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5. EXPIRATION. This Fort Bliss Command Policy Memorandum will remain in effect until superseded or rescinded.

  
HOWARD B. BROMBERG  
Major General, USA  
Commanding

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