



DEPARTMENT OF THE ARMY
THE NONCOMMISSIONED OFFICER LEADERSHIP CENTER OF EXCELLENCE
11291 SGT E. CHURCHILL STREET
FORT BLISS, TEXAS 79918-8001

ATSS-CD

JUN 22 2020

MEMORANDUM FOR All Assigned/Attached Personnel, The NCO Leadership Center of Excellence (NCOLCoE), Fort Bliss, Texas 79918-8001

SUBJECT: Policy Memorandum # 02, **Military Leave, Passes, & Permissive TDY**

1. Reference: Army Regulation 600-8-10, Leaves and Passes.
2. Purpose: To outline the Commandant's Leave and 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 requirements. 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 which will be approved by the first line supervisors. The Directorates at the NCOLCoE, 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. Staff and cadre members, SFC and above, are authorized to telephonically sign in or out on leave with the SDNCO at 744-8081 (desk) or 915-892-4892 (cell). SSGs and below must sign in and out with the SDNCO in person. All Sergeants Major Course students must sign in and out with the SDNCO in person.
6. Birthday passes for Soldiers and 59-minute rule for Civilians will be issued by the Commandant to every member of the NCOLCoE for their hard work and dedication that they have provided to the organization. Recipients will have 90 days to use pass/59-minute rule prior to it expiring. Supervisors will be responsible for honoring the Commandant's intent.
7. Passes are encouraged as rewards to deserving Soldiers in accordance with AR 600-8-10. Soldiers traveling more than 250 miles from Fort Bliss on non-duty days are required to have an approved mileage pass granted by their Directors.

8. Travel to Mexico: The Commanding General has prohibited Soldiers from traveling into Juarez, Mexico and many other locations in Mexico until further notice. 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 Juarez, Mexico. Refer to the Foreign Travel Clearance Guide at <https://www.fcg.pentagon.mil/fcg.cfms> for entry requirements for foreign travel.

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 either 5 or 10-day increments may be granted in conjunction with retirement for the purpose of house and employment hunting. Soldiers must physically sign in and out with SDNCO, 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 will be approved by the Commandant.

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

“Leaders Build Lethality, We Develop Leaders!”


JASON SCHMIDT
CSM, USA
Commandant