



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BLISS
11685 SERGEANT MAJOR BOULEVARD
FORT BLISS, TX 79918

AMIM-BLG-ZA (190-13d)

01 February 2026

POLICY MEMORANDUM #30

SUBJECT: Fort Bliss Bar Action Procedures Policy

1. References:

- a. 18 U.S. Code § 1382, Entering military, naval, or Coast Guard property.
- b. Army Regulation (AR) 420-1, Army Facilities Management, 12 February 2008.
- c. Department of Defense Instruction (DoDI) 5200.08, Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB), 20 November 2015.
- d. AR 190-45, Law Enforcement Reporting, 27 September 2016.
- e. AR 190-13, The Army Physical Security Program, 27 June 2019.
- f. U.S. Army Combined Arms Support Command (USACASCOM) Supplement 1 to AR 27-10, Legals Services, 14 February 2024.
- g. AR 420-5, Army Fire and Emergency Services, 01 August 2024.
- h. AR 27-10, Military Justice, 08 January 2025.
- i. AR 600-20, Army Command Policy, 06 February 2025.
- j. AR 635-200, Active Duty Enlisted Administrative Separations, 30 June 2025.

2. Purpose. To establish Fort Bliss bar action procedures.

3. Applicability. This policy applies to all Civilians, dependents, personnel, units and organizations, assigned, and attached or otherwise performing duties at Fort Bliss, TX.

4. Policy. Installation Commanders have inherent authority to control installation access. The authority of an Installation Commander to exclude individuals from a military installation is a proprietary right and does not depend upon statute or legislative jurisdiction. The Fort Bliss Garrison Commander (GC) has the inherent authority to bar

individuals exhibiting adverse behavior or misconduct which may be disruptive to the good order, discipline, welfare, health, and/or safety of the Fort Bliss community and when an individual's misconduct establishes that his or her continued presence on the installation is not in the best interests of the Army. This policy establishes procedures to generate installation bar letters, assigns responsibilities, and outlines procedures to control installation bar actions.

a. Authority to Request/Initiate Bar Actions: Any individual currently assigned, working, or living on Fort Bliss may request a bar action on an individual he or she believes meets the criteria above. Bar requests must be thoroughly documented with sufficient justification for such action. Ordinarily, the formal bar process should be initiated by Commanders, Directors, the Staff Judge Advocate (SJA), Chief of Police (CoP), and/or Director of Emergency Services.

b. Types of Bar Action: Temporary, Permanent, and Limited Entry Authorized. Bars to the installation ordinarily are permanent and apply to Fort Bliss, including points of entry and the Fort Bliss Visitor Control Centers (VCCs). However, in appropriate circumstances, bars may be tailored and/or modified.

c. Temporary bars may be specified for a specified period of time, after which, unless extended, they will automatically expire.

d. Permanent bars have no specified end date and will only terminate upon written request by the barred individual and subsequent approval by the GC.

5. Authority.

a. The GC has the authority to permanently bar individuals from Fort Bliss. Limited entry bars are a subset of both temporary and permanent bars that allow the barred individual to enter the installation for specific purposes, such as treatment at the health or dental clinic. The bar letter will specify those places/purposes and will ordinarily require barred individuals to report to the Fort Bliss VCC immediately upon entrance onto the installation.

b. There may be a requirement for an individual to be escorted by another person approved for access to the installation, but all limited entries will require the individual to proceed in the most direct route from the gate to and from the allowed location and require the individual to leave immediately upon completing the purpose for the visit.

c. The GC, at his or her direction, may assimilate a bar action from another installation or activity and apply it to Fort Bliss. As a matter of course, the vice versa can be true. Another GC may, at his or her discretion, assimilate a Fort Bliss bar action and apply it to his or her installation or activity.

6. Procedures for Submission, Review and Approval/Disapproval of Bar Actions.

a. All bar request(s) will be thoroughly documented with attachments sufficient to justify the barred individual's negative impact on good order, discipline, welfare, health or safety of the Fort Bliss community. Military and civilian initiated bar request(s) will be submitted through the applicable Commander/Director to the CoP/Director of Emergency Services (or designee). Bar requests for affiliated and non-affiliated civilians will be submitted to the CoP/Director of Emergency Services (or designee) who will determine whether to recommend a bar. If the CoP/Director of Emergency Services (or designee) recommends instituting a bar, the CoP/Director of Emergency Services (or designee) will generate a bar recommendation packet, providing all information relevant to the bar request. All bar recommendation packages will then be submitted to the SJA, who will review the bar recommendation for legal sufficiency and draft a bar letter to be added to the packet in those cases determined to be sufficient. The bar packet will then be provided to the GC for a decision. Decisions will be made on a case-by-case basis, dependent on the facts and severity of misconduct or behavior.

b. Timeline. From receipt and/or initiation to finalization, the process should take no longer than 45 business days.

(1) The Police Services Division (PSD) will accept and/or generate a bar action request packet and submit to the CoP/Director of Emergency Services (or designee) within five (5) business days of initiation.

(2) Upon receipt of the request, the CoP/Director of Emergency Services (or designee) shall decide to either recommend or not recommend a bar within five (5) business days. The bar action request packet shall then be forwarded by the PSD to the SJA.

(3) Upon receipt of the recommendation packet, the SJA shall conduct a review and issue an opinion within 10 business days. Once an opinion is issued, the SJA will forward the packet to the GC for action.

(4) Once the GC has signed the action, the bar action request packet must be delivered to the PSD for administrative processing within 10 business days.

(5) The PSD will then notify, either face-to-face or via certified mail, the subject of the bar action within 15 business days.

c. Information Required. All bar request packets must include the following before they are forwarded to the GC: name, date of birth, social security number, current address, and any other identifying information available on the individual. If the individual is a dependent, the request must indicate such and must include the name, social security number, and current unit and address of the dependent's

sponsor. If the individual is a Civilian employee on Fort Bliss, a retired Service member, or has any similar relationship with Fort Bliss, the request must include this information. If the individual is being administratively separated for misconduct, the request must include the last day the Service member will be with his/her unit to ensure issuance of the bar prior to separation.

d. Supporting Memorandum. A memorandum signed by the requesting individual detailing the misconduct that is the basis of the request accompanied by supporting documents (e.g., witness statements, military police reports, administrative discharge documents, etc.).

e. Legal Review. The Administrative Law Division, Office of the Staff Judge Advocate (OSJA), will conduct a legal review of the bar request to ensure legal sufficiency. Requests with insufficient supporting documentation will not be forwarded to the GC for action until the Administrative Law Division receives all required information.

7. Bar letters not covered under this policy.

a. Judicial Bars and Bars Pursuant to Chapter 10 of reference 1.f. Federal Judges with jurisdiction over offenses committed on Fort Bliss may impose installation bars as part of sentencing civilians convicted for committing misconduct on Fort Bliss. Additionally, in the capacity of General Court-Martial Convening Authority, the Commanding General (CG) may impose installation bars when Soldiers are discharged in lieu of court-martial in accordance with (IAW) Chapter 10 of reference 1.f. Such bar actions will be processed as described in paragraph 7 (Enforcement) below, with the OSJA acting as the originating office.

b. Bars for Soldiers administratively separated from the Army. All Soldiers discharged administratively under the provisions of Chapter 14 of reference 1.f., may also be permanently barred from Fort Bliss with no limited access allowed by the Commander who approved the discharge.

8. Enforcement.

a. Service and filing of approved bar letters. Proper service of the bar letter, proof of service, and maintenance of the bar letter files are critical to enforcement of the bar. Where a Soldier is administratively discharged in accordance with the processes described within this policy, the bar letter will be served upon the discharged Service member at the same time they receive their separation packet. The file and documentation for such a bar will be maintained at the appropriate brigade or group level. The individual will sign and date the bottom of the bar letter indicating receipt.

A copy of the bar letter will be provided to the individual and the PSD, Directorate of Emergency Services (DES), for inclusion on the Master Installation Bar List (MIBL), and the original bar letter will be maintained with the bar packet.

b. If the individual refuses to sign, the person serving the bar letter will so note on the bottom of the bar letter and legibly print, sign, and date the letter and provide a copy to PSD for inclusion on the MIBL. The date, time, and type of notification will be documented and kept on file. This information will be crucial in prosecuting any future case of trespass in violation of a bar. In all other cases, once approved, the bar packet will be returned to the PSD for service on the barred individual. Bar actions will be served by having the bar letter provided by hand to the barred individual whenever possible. If personal service is impractical, the originating office will deliver the letter by certified mail to the most recent address of the barred individual.

c. The PSD will maintain a master file copy of every bar letter. Upon completion of service of a bar letter, the PSD will update the Army Law Enforcement Reporting and Tracking System (ALERTS) and will also ensure the barred individual's status is updated in the Automated Installation Entry (AIE) system which shall be accessible at each access control point (ACP). System input will include all personally identifiable information (PII), which gate guards will verify upon encountering a barred individual at the ACP. The bar list information will also be available to Commanders, directors, and the SJA through the PSD. Permanent bar files must be maintained permanently with the Provost Marshall Office (PMO) for court retrieval if trespassing occurs. Temporary bar files will be maintained for six (6) months after the bar expiration.

9. Appeals and requests to terminate previously imposed bars. All bars can be appealed, and all bar letters will specify that barred individuals may request reconsideration at any time by written submission through the PSD, DES, to the GC. Written appeals and requests to terminate bars will be received by the CoP and forwarded to the Director of Emergency Services (or designee). If the DES (or designee) concurs, the request will be forwarded to the Garrison Commander for action. If an appeal is denied by the Garrison Commander, a barred individual may submit a new appeal no earlier than six (6) months after receiving notice that the previous appeal was denied.

10. Temporary access suspension.

a. In emergency situations or exigent circumstances, it may become necessary to immediately suspend an individual's access to the installation. In such cases, the DES may temporarily suspend installation access pending a formal bar process review by the GC. Once the suspension is ordered, an individual's installation access will be immediately temporarily suspended. The PSD will notify, either face-to-face or via certified mail, the subject of the installation access suspension as

soon as immediately feasible. Temporary suspensions shall automatically expire in 45 days or upon formal issuance of a signed bar action letter (whichever is sooner).

b. Activities which would warrant a suspension of installation access include (but are not limited to) situations involving the following IAW reference 1.a.:

- (1) Terrorism activities.
- (2) Aggravated assaults.
- (3) Treason, sedition, and subversive activities.
- (4) Terroristic threatening.
- (5) Prolonged or sustained pattern of criminal behavior.

c. In all cases, the DES shall closely examine whether sufficient legal grounds exist to warrant a temporary suspension of installation access. Probable cause is the legal standard which shall be applied when making such determinations. In other words, there must be sufficient evidence to reasonably believe the person(s) being temporarily suspended from the installation has committed, will commit, or is about to commit one (1) (or more) of the activity(ies) listed above.

11. This policy is effective upon signature and remains in effect until superseded or rescinded. A copy of this policy will be posted on all official bulletin boards and official websites and made available upon request.

12. The point of contact for this policy is the Director of Emergency Services at (915) 726-8095.

//Original Signed//
MICHAEL V. SOYKA
COL, AR
Commanding