

NEW MEXICO ARMY NATIONAL GUARD  
TASK FORCE GUARDIAN  
COUNTERDRUG  
4001 NORTHWEST LOOP, RIO RANCHO, NM 87124

NMAG-CDS

1 October 2009

MEMORANDUM FOR RECORD

SUBJECT: Appointment of Leave Monitors

1. The following individuals are appointed leave monitors for the NM Counterdrug Task Force. These individuals will ensure the leave program is managed IAW AR 600-8-10 and AFI 36-3003.

SFC Ronette Martinez: Army CD personnel  
TSgt Delfreda Lajiness: Air CD personnel

2. Responsibilities include: Obtaining, maintaining, tracking, and reconciling all leave thru appropriate channels. Reconciliation will be conducted on a monthly basis with appropriate agencies, Army USPFO and Air Wing Finance. At the end of every month all Army and Air leave balances will be submitted to section supervisors for review.

3. POC for this matter is CMSgt Ron Saiz, 505-867-7352.

  
RICHARD A. CLARK JR.  
COL, GS  
Counter Drug Coordinator