**INFO MEMO**

FOR: EXECUTIVE SECRETARY

THROUGH: ***Component Principal or Deputy Principal***

FROM: ***Senior Department Official***

SUBJECT: Absence of Senior Department Official

* The following absence is planned for (***Principal/Deputy Principal name and title): List dates of travel, locations, purpose, and specific departure and return timeframe***.
* ***POC name and contact information during period of absence***.

COORDINATION: None

Attachment:

As stated

Prepared by:

OSD STATIONARY

MEMORANDUM FOR NATIONAL SECURITY ADVISOR

SUBJECT: Request for Foreign Travel Approval

Senior Official and Title: The Honorable (***Principal name/title or Deputy Principal name/title***)

Purpose of Travel: The purpose of this trip is to hold discussions with his/her foreign military counterparts, senior U.S. military and civilian officials on administrative matters of mutual interest.

Itinerary:

|  |  |  |  |
| --- | --- | --- | --- |
| Date | City | Country | Major Event/Meeting |
| ***10 Aug 2012*** | ***Andrews AFB*** | ***USA*** | ***Departure*** |
| ***11 Aug 2012*** | ***Naples*** | ***Italy*** | ***Refuel Stop*** |
| ***11 Aug 2012*** | ***Tbilisi*** | ***Georgia*** | ***Meeting*** |
| ***12 Aug 2012*** | ***Tbilisi*** | ***Georgia*** | ***Departure*** |
| ***12 Aug 2012*** | ***Abu Dhabi*** | ***United Arab Emirates*** | ***Meeting*** |
| ***13 Aug 2012*** | ***Abu Dhabi*** | ***United Arab Emirates*** | ***Departure*** |
| ***13 Aug 2012*** | ***Brussels*** | ***Belgium*** | ***Arrival*** |
| ***13 Aug 2012*** | ***Brussels*** | ***Belgium*** | ***Departure*** |
| ***14 Aug 2012*** | ***Andrews AFB*** | ***USA*** | ***Arrival*** |

Michael L. Bruhn

Executive Secretary

NSC Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_