



SECRETARY OF DEFENSE  
1000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1000

JUN 9 2015

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DEPUTY CHIEF MANAGEMENT OFFICER  
CHIEFS OF THE MILITARY SERVICES  
CHIEF OF THE NATIONAL GUARD BUREAU  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, COST ASSESSMENT AND PROGRAM  
EVALUATION  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER  
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE  
AFFAIRS

SUBJECT: Absences of Senior Department Officials

This memorandum provides my guidance on absence and notification requirements for the above addressees and their principal deputy or equivalent; hereafter referred to as Senior DoD Officials. It supersedes all previous direction on this subject.

Senior DoD Officials, including myself and the Deputy Secretary of Defense, must be responsive to the President and his staff. Having either yourself or your deputy in the National Capital Region (NCR) is necessary to that end. Dual absence from the NCR should be avoided except in the case of an emergency or unforeseen circumstance.

Planned absences from the NCR, dual or otherwise, will be reported by you in writing to me through the Executive Secretary at least 7 days prior to proposed departure and before irrevocable commitments are made. The reporting will designate the official representing you in your absence and provide their contact information. If the absence involves foreign travel, the request should be classified accordingly and include an agenda, trip objectives, and a transmittal from the Executive Secretary to his counterpart on the National Security Council Staff.

cc:  
DepSecDef



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