



REPLY TO
ATTENTION OF

DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
3511 NW 91ST AVENUE
MIAMI, FL 33172-1217

SCCS

15 August 2000

POLICY MEMORANDUM 11-00

From: Commander in Chief
To: Distribution

SUBJECT: Leave and Out of Country Travel Policy for Commanders/Chiefs of Security Assistance Offices

1. This memorandum prescribes policies governing authorized absences for Commanders/Chiefs of Security Assistance Offices (SAOs) within the U.S. Southern Command Area of Responsibility (AOR). Department of Defense Directive 1327.5 provides detailed direction on DoD Leave and Liberty policy.
2. The Deputy Commander in Chief (DCINC), USSOUTHCOM, is the approving authority for leave and out-of-country travel requests from Commanders/Chiefs of SAOs in the USSOUTHCOM AOR. Commanders/Chiefs will submit their leave requests for DCINC approval no later than ten working days prior to planned travel. Requests will include the period of absence, reason, itinerary, statement that the ambassador/chargé de affairs concurs, and the name and grade of the acting commander/chief (for those SAO's that are not single-person organizations). Requests should be forwarded via message to the USSOUTHCOM Chief of Staff (//SCCS//) or via electronic mail to the USSOUTHCOM Secretary of the Joint Staff (SJS) at scsjs@hq.southcom.smil.mil. Upon DCINC review, the SJS will notify the commander immediately of the status of the request.
3. Leave will be granted in conjunction with TDY whenever operationally feasible. Commanders/Chiefs must ensure that the TDY is essential, and that no additional cost to the government is involved.
4. The point of contact for this memorandum is the USSOUTHCOM J-1 at DSN 567-1107, or commercial (305) 437-1107.

FOR THE COMMANDER IN CHIEF:


JERRY C. McABEE
Brigadier General, U.S. Marine Corps
Chief of Staff, U.S. Southern Command

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