



REPLY TO  
ATTENTION OF

SCDC

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

28 September 2004

POLICY MEMORANDUM 15-04

From: Commander  
To: Distribution

SUBJECT: Out of Country TDY and Leave 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 US Southern Command (USSOUTHCOM) Area of Responsibility (AOR). Department of Defense directive 1327.5 provides detailed direction on DoD Leave and Liberty policy.
2. The Deputy Commander (DCDR), 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 travel requests on SC Form 201 for DCDR approval no later than ten working days prior to the planned travel.
3. Processing time will be dependent upon the DCDR's travel schedule, which is posted on the USSOUTHCOM Web site at <http://www.southcom.smil.mil/scsjs/Calendars/2%20Long-Term%20Calendar.xls>. Requests should be sent via fax to the DCDR's office at 305-437-1018 or DSN 567-1018. The DCDR's office will process and notify the Commander/Chief via fax once the request is approved or disapproved.
4. 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.
5. The point of contact for this memorandum is the USSOUTHCOM DCDR's office at 305-437-1062 or DSN 567-1062.

FOR THE COMMANDER:

  
RICHARD A. MENTEMEYER  
Maj Gen, U.S. Air Force  
Deputy Commander



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Name and Country of Requestor:

\_\_\_\_\_

Date (s)/Destination/Purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Acting Cdr/Chief: \_\_\_\_\_

Concurrence from AMB/Charge'/DCM: YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

COUNTRY SITUATION DURING TRAVEL PERIOD

Any known Major Events (i.e., planned demonstrations, elections, EXERCISES, DV visits, etc) \_\_\_\_\_ If yes, explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DCDR: Approved \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

Comments: \_\_\_\_\_

COPY TO JOIC/Calendar Updated

\_\_\_\_\_  
(DATE/INITIALS)