



OFFICE OF THE SECRETARY OF DEFENSE  
WASHINGTON, D.C. 20301

MEMORANDUM FOR THE SECRETARY OF DEFENSE

As a follow-up to the guidance you put out at the Armed Forces Policy Council Meeting, I believe it would be appropriate to issue a memorandum on your policy with regard to "dual absences" by the key members of the Department. The policy which is currently in effect was issued by Mel Laird in 1969 (Tab A).

I recommend signature on the attached memorandum (Tab B).

A handwritten signature in cursive script that reads "Alan Woods".

Alan Woods  
The Special Assistant

Attachment



*msh*

THE SECRETARY OF DEFENSE  
WASHINGTON, D. C. 20301

January 24, 1969

MEMORANDUM FOR Secretaries of the Military Departments  
Chairman, Joint Chiefs of Staff  
Director of Defense Research and Engineering  
Assistant Secretaries of Defense  
General Counsel  
Assistants to the Secretary of Defense  
Directors, Defense Agencies

In the event any addressee will be absent from the Washington area, I believe it would be desirable for the addressee's principal assistant to remain here. If for some reason, it is considered desirable for both the addressee and his principal assistant to be out of the Washington area at the same time, the written approval of the Secretary or Deputy Secretary of Defense should be obtained prior to making permanent plans for the simultaneous absence.



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THE SECRETARY OF DEFENSE  
WASHINGTON, D. C. 20301

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MEMORANDUM FOR Secretaries of the Military Departments  
Chairman, Joint Chiefs of Staff  
Director of Defense Research and  
Engineering  
Assistant Secretaries of Defense  
General Counsel  
Director, Telecommunications and Command  
and Control Systems  
Assistants to the Secretary of Defense  
Directors, Defense Agencies

In the event any addressee will be absent from the Washington area, the addressee's principal assistant should remain here. If for some reason, it is considered essential for both the addressee and his principal assistant to be out of the Washington area at the same time, the written approval of the Secretary or Deputy Secretary of Defense should be obtained prior to making permanent plans for the simultaneous absence.

The above policy also applies to the Chiefs of the Military Services.

