Defense Logistics Agency Instruction

Field Activity Head Visits to Headquarters and Absences from Command

Reference: DLA policy, Field Activity Head Visits to Headquarters and Absences from Command, July 27, 1987, superseded.

1. Purpose: This Instruction provides guidance to heads and deputies of DLA Primary Level Field Activities (PLFA) for advising the Director, DLA, of their absences and planned visits to DLA Headquarters. This Instruction supports the proper and adequate management and direction of the DLA workforce at all times.

2. Applicability: DLA Instructions applies to DLA Headquarters and DLA Primary Level Field Activities (PLFAs).

3. Policy:

   a. The Director, DLA will be advised at all times of any absences from duty by heads and/or deputies of PLFAs except for temporary absences for periods of 24 hours or less.

   b. PLFA Heads and deputies will not be absent from duty simultaneously without prior approval of the Director, DLA.

   c. PLFA Heads and deputies will ensure proper and timely notification is given to the office of the Director, DLA of any planned visits to Headquarters.

   d. PLFA heads will not normally be absent from their PLFA during a scheduled visit by the Director, DLA and/or the Vice Director, DLA.

4. Responsibilities:

   a. The Heads and/or Deputies of FAs will:

      1) Inform HQ DLA of their intended absences that exceed 24 hours.

      2) Obtain approval of any proposed simultaneous absences of a head and a deputy through the DLA Executive Officer (DX).

3) The above mentioned request for approval should be made as soon as a projected absence is anticipated. This request for approval is preferred in writing, or in an emergency situation, by telephone (Commercial (703) 767-5223/Defense Switched Network (DSN) 427-5223).

b. DX will:

1). Process all requests for the simultaneous absence of heads and deputies.

2) Maintain for the Director, DLA and the Vice Director, current information as to the status of heads and/or deputies of FAs.

3) Notify the Vice Director, in advance, of proposed visits by PLFA heads and/or deputies.

4) Process all requests for visits of heads and/or deputies of PLFAs and monitor staff support of visiting PLFA heads and/or deputies and arrange for transportation, lodging, briefings, and appointments, as required.

c. The heads of HQ DLA Business Offices (e.g., offices with membership on the Corporate Board), will prepare an appropriate notification (e.g., e-mail, letter of invitation) when the presence of a head and/or deputy of a FA is considered necessary at meetings, conferences, and discussions at HQ DLA.

5. Procedures:

a. Absences of Heads of PLFAs

1) Temporary absences for periods of 24 hours or less need not be reported to DLA Headquarters, provided the head of the activity continues to discharge the duties of his/her command.

2) Absences in excess of 24 hours, or when command is relinquished, will be reported, in writing, to HQ DLA, ATTN: DX, at least 7 calendar days in advance of the effective date. Under emergency conditions where time does not permit a written report to be submitted, telephone reports will suffice. The following information will be provided: length of absence (inclusive dates), destination, type of absence, name of military official assuming command or senior civilian in charge.

3) Simultaneous Absences. Requests for authorization of the simultaneous absence of the head and deputy of a PLFA will be submitted in the same manner as requests for absences in excess of 24 hours.

4) Requests will not be considered approved until an affirmative answer is received.

c. Visits to DLA Headquarters. Heads of PLFAs will notify HQ DLA, ATTN: DX, as far in advance as possible, of proposed visits to HQ DLA. Requirements for staff support should be forwarded to HQ DLA, ATTN: DX (Commercial (703) 767-5223/DSN 427-5223).

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6. Effective Date: October 14, 2004

        Director, DLA Enterprise Support