



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 48TH FIGHTER WING (USAF)**

MEMORANDUM FOR ALL PERSONNEL

FROM: 48 FW/CC 100 ARW/CC

SUBJECT: Policy Letter on Absence Reporting For All DoDDS Students

1. Assigned personnel with family members attending DoDDS Schools on RAF Lakenheath or RAF Feltwell will notify the schools no later than the day prior for planned absences. For unplanned absences (e.g. illness) or late arrivals, notify the schools before 0800. DoDDS will attempt to contact parents within one hour of discovering an unexcused absence. Doing so requires parents to maintain current contact information with the school. If information is not current or incorrect, DoDDS will initiate contact through the appropriate command post which will contact the individual's chain of command/supervision. For individuals so contacted, commanders will counsel and, if necessary, initiate appropriate disciplinary action for repeat occurrences.
2. Force protection includes knowing where your family members are. In conjunction with our schools, the above procedures will help ensure we maintain that awareness. Doing so will preclude a potential future tragedy.

**ROBERT P. STEEL, Brig Gen, USAF
Commander, 48th Fighter Wing**

**MICHAEL S. STOUGH, Colonel, USAF
Commander, 100th Air Refueling Wing**