

## REQUEST FOR AUTOMATED ORDERS

### Privacy Act Statement

**AUTHORITY:** Title 5 USC, Section 552a  
**PRINCIPAL PURPOSE:** To process the request for automated orders. The provided information will be used to process order's requests for approval/disapproval.  
**ROUTINE USES:** To maintain order request records. The information may be disclosed to DoD officials or employees who need this information to perform their duties.  
**DISCLOSURE:** Voluntary. However, failure to answer all questions may result in the request for orders being denied.

<b>INITIAL ORDER</b>		<b>AMENDMENT:</b> Initial Order #		<b>REVOKE:</b> Initial order #	
<b>NAME:</b> (Last, First, MI)				<b>RANK:</b>	<b>TECH GRADE:</b>
<b>CURRENT STATUS:</b>	<b>TDG</b>	<b>AGR</b>	<b>TECH</b>	If Technician, is this duty related to technician duties?	
				<b>YES</b>	<b>NO</b>
<b>SSN:</b>				<b>POSITION TITLE:</b>	
<b>HOR:</b>					
<b>DUTY START DATE:</b>				<b>DUTY END DATE:</b>	
<b>JUSTIFICATION:</b>					
<b>FUNDING TYPE REQUESTED:</b>	<b>ADSW</b>	<b>AT</b>	<b>ADT</b>	<b>OTHER(specify)</b>	
<b>LOCATION:</b>					
<b>MODE OF TRAVEL:</b>	<b>MIL AIR</b>	<b>COMM AIR</b>	<b>GOVT VEH</b>	<b>BUS</b>	<b>RAIL</b>
					<b>POV Est Mi.</b>
<b>QTRS &amp; RATINGS:</b>	<b>GOV QTRS AVAILABLE</b>			<b>RATINGS AVAILABLE</b>	
	<b>ARE</b>	<b>ARE NOT</b>		<b>ARE</b>	<b>ARE NOT</b>
<b>RENTAL CAR REQUIRED (Y / N)</b>	<b>YES</b>	<b>NO</b>	<b>TUITION / FEES:</b>		
<b>TRAVEL CARD:</b>	<b>HAVE GOV ISSUED CREDIT CARD</b>			<b>DO NOT HAVE GOV ISSUED CREDIT CARD</b>	
<b>SUPERVISORS NAME (PRINT)</b>				<b>SUPERVISORS TELEPHONE #</b>	
<b>SUPERVISORS SIGNATURE</b>				<b>DATE:</b>	
<b>MSC CDR/DIRECTOR</b>				<b>DATE:</b>	
<b>FOR DIRECTORATE USE ONLY</b>					
<b>CoFS APPROVAL *</b>				<b>DATE:</b>	
<b>PM/Sub-delegated Authority</b>				<b>DATE:</b>	<b>ACCOUNT PM TDC:</b>
<b>PROCESSED BY:</b>				<b>ORDER # AND DATE PROCESSED:</b>	