REQUEST FOR AUTOMATED ORDERS

Privacy Act Statement

INITIAL ORDER			AMENDMENT: Initial Order #				REVOKE: Initial order #	

NAME: (Last, First, MI)					RANK:		TECH GRADE:	

CURRENT STATUS:	TDG	AGR	TECH	If Technician, is this duty related to technician duties?		YES		NO

SSN:		POSITION TITLE:	

HOR:

DUTY START DATE:		DUTY END DATE:	

JUSTIFICATION:

FUNDING TYPE REQUESTED:	ADSW	AT	ADT	OTHER(specify)

LOCATION:

MODE OF TRAVEL:	MIL AIR	COMM AIR	GOVT VEH	BUS	RAIL	POV Est Mi.

QTRS & RATIONS:	GOV QTRS AVAILABLE		RATIONS AVAILABLE	
	ARE	ARE NOT	ARE	ARE NOT

RENTAL CAR REQUIRED (Y / N)	YES	NO	TUITION / FEES:	

TRAVEL CARD:	HAVE GOV ISSUED CREDIT CARD	DO NOT HAVE GOV ISSUED CREDIT CARD

SUPERVISORS NAME (PRINT)		SUPERVISORS TELEPHONE #	

SUPERVISORS SIGNATURE		DATE:	

MSC CDR/DIRECTOR		DATE:	

FOR DIRECTORATE USE ONLY

CoFS APPROVAL *		DATE:	

PM/Sub-delegated Authority		DATE:		ACCOUNT PM TDC:	

PROCESSED BY:		ORDER # AND DATE PROCESSED:	