

REQUEST FOR ORDERS

PURPOSE: To request orders for traditional and FTUS personnel for pay, allowances, and travel. Also used for Title 32 and overseas deployments.

SSN:	RANK:	NAME:	UNIT:

TYPE OF ORDER: AT ADT ADOS AGR TVL IDT TVL TECH TVL

Employment Status: Traditional Guardsman AGR Technician State Employee

If Technician or AGD State employee performing ADOS, ADT, or additional AT:

- | | | | | |
|--|-----|--------------------------|----|--------------------------|
| 1. Is duty station same as Tech/State employee duty station? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2. Is duty to be performed related to Tech/State employee job? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3. Does the Tech/State Employee Supervisor Concur with this RFO? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

4. Certifying signature by Tech/State employee supervisor: Name:	Title:	Date:	SIGNATURE

5. Supervisor's Phone No: _____ Fax: _____ Email: _____

TDC: _____ Purpose: _____

Inclusive Dates: _____ **No of Days:** _____

Reporting Instructions: (Date, Time, Location, Uniform, etc.)

Govt Rations Available: Yes No Govt Lodging Available: Yes No

Mode of Travel: Govt Ground Govt Acft COMM TR POV TR

Charge to (PMC): _____ **Special Pay Type:** _____

Est. Pay:	Travel Cost / POV RT Miles Flight cost:	Daily P/D:	Other (Rental Vehicle, Reimbursable Fees, etc.):	Total:
				\$0.00

Remarks:

Requested By:
Name: _____ Unit: _____ Title: _____ Phone #: _____ Date: _____

Intermediate Approval By:
Name: _____ Title: _____ Phone #: _____ Date: _____

Intermediate Approval By:
Name: _____ Title: _____ Phone #: _____ Date: _____

Approved By:
Name: _____ Title: _____ Phone #: _____ Date: _____

Approved by:
Name: _____ Title: _____ Phone #: _____ Date: _____