



# SECURITY BATTALION TAD REQUEST FORM

\*\*\*Travelers must have a valid GTCC and DTS profile\*\*\*

RANK	NAME (LAST, FIRST MI.)	DEPT/SECT	BILLET

TRAVEL COMMENCES	TRAVEL ENDS	TAD COURSE & TAD LOCATION	TOTAL DAYS

TRANSPORTATION (CIRCLE ONE): GOV AIR / COMM AIR / POV / GOV / RENTAL VEHICLE

RENTAL CAR: \$ \_\_\_\_\_ FLIGHT: \$ \_\_\_\_\_ LODGING (PER DAY, NO TAXES): \$ \_\_\_\_\_

IS TAD LOCATION ON A MILITARY BASE: YES NO GOV'T QTRS AVAIL: YES NO

GOV'T MESS AVAIL: YES NO

TOTAL AUTHORIZATION COST: \$ \_\_\_\_\_

LOA being utilized: \_\_\_\_\_ (Fiscal/S-4 will assign LOA if unit funds are being used)

Additional Remarks

**RECOMMENDED (Y/N) / SIGNATURE/DATE**

- |  |               |
|--|---------------|
| 1. OIC/SNCOIC/First Line Supervisor                | _____ / _____ |
| 2. <b>Operations Officer/Chief (PMO/FIRE Only)</b> | _____ / _____ |
| 3. <b>Chief/Deputy (PMO/FIRE Only)</b>             | _____ / _____ |
| 4. Company 1stSgt/Company Commander                | _____ / _____ |
| 5. S-3 Ops Officer/Chief                           | _____ / _____ |
| 6. Fiscal/S-4 (only if unit funds are being used)  | _____ / _____ |
| 7. S-1 Chief/Clerk                                 | _____ / _____ |

With the exception of USSS missions, if request is created within 10 days of departure, CO signature is required.

**APPROVAL (Y/N) / SIGNATURE/DATE**

- |                      |               |
|----------------------|---------------|
| 8. Executive Officer | _____ / _____ |
|----------------------|---------------|

**THIS FORM MUST HAVE APPROVAL FROM EACH INDIVIDUAL FOR DTS APPROVAL AND GTCC ACTIVATION. THIS FORM MUST BE ADDED TO THE DTS AUTHORIZATION ONCE APPROVED OR IT WILL NOT BE APPROVED. TRAVELERS MUST SUBMIT VOUCHER WITHIN 5 BUSINESS DAYS OF RETURNING FROM TRAVEL.**