

TAD REQUEST

A TAD Order Request is a request for TDY/TAD Travel.

Will be filled out for any and all Military Members, Civilian Personal or Dependents of Military Members or Civilian Personnel.

Will be submitted to MFR TAD section NLT 5 working days prior to departure.

If advance is requested, TAD request must be submitted NLT 10 working days prior to departure.

TAD request are used to state:

- Provisions authorized to the traveler
- Funding Source
- Travel dates and locations
- GTR Cost
- Means of Travel

Monday through Friday- if you receive TAD, MOD/Cancellation of orders of Appropriation data request you will review everything is correct before TAD rep leaves.

Date Stamp and input on data base.

You will type the request right away to make sure you do not have anything pending. If for some reason you cannot type what the TAD rep is requesting you will place it on the tickler and type it the next day.

The OPC section has up to 3 working days to process a set of orders or appropriation data.

How to complete the TAD Order Request

Read Block left to Right, top to Bottom

Block 1: Last Name, First Name, M.I. (In all CAPS)

Block 2: Rank in abbreviated form/GRADE

Block 3: SSN/MOS number/Work Section

Block 4: Home Address (will state where member is temporarily living if an on ADOS orders.

Block 5: Home and work telephone numbers

Block 6: Financial Information Pointer (FIP)-the accounting information given to each section by the MFR Comptroller's office)

Block 7: Mode of Travel-Either GTR (ticketed by Ravenel), POV or GOV Transportation (Flying Mil Air)

Block 8: Inclusive dates of TAD (This includes the day leaving and day returning)

Block 9:

1. 1^s Part- Clearance Required: Mark level of clearance (JPAS will be turned in with request if Security Clearance is required.)
2. 2nd Part- GTCC holder (circle Yes or No)
3. 3rd Part- Is advance required? (circle Yes or No) will always be no if traveler has a GTCC.
4. 4th Part- Is SNM Mobilized (if member is a Mobilized Reservist, provide a copy of MROWS order and all Mods to orders)

Block 10: Total number of days (to include first and last day of travel.)

Block 11: Purpose and Justification (reason for travel, i.e. Training, School, Site Visit, or Conference)

Block 12: Special Provisions (at least one of each of the following will be marked)

Reporting:

Reporting Orders (report to where)

Non-reporting Orders

Government Qtrs:

Dir if Avail (will be this at any military installation unless a CNA number is available)

Not Avail (will only be checked if in an area with no Government Quarters)

Not Dir (will be checked if attending a conference and rooms are already paid for)

Not Dir as it would adversely affect the mission.

Not Avail CNA _____ (will be provided with TAD request or will not be accepted)

Government Mess:

Dir if Avail (will be checked if government messing is readily available)

Not Avail (will be checked if there is no government messing)

Not Dir (will be checked any time member is authorized lodging out in town)

Not Dir as it would adversely affect the mission.

Rental Car: (mark nothing if Rental Car is not required. State daily rate provided by Ravenel)

Authorized (will automatically be compact size rental)

Authorized intermediate or Full Size (will only be checked with justification stated)

Block 13: Itinerary

5. Be sure to include all stops of travel including starting and ending points for TAD/TDY travel.
6. Mark the number of days TAD at each site.
7. Mark Lodging and M&IE rates for each site as found on:
8. Mark BEQ Costs at each site
9. Mark GTR cost as provided by Ravenel.

Block 14: TAD Rep will sign on appointed line.

Extension number will be provided for TAD Rep for any further questions.

Authorized Official (AO) will have printed on appointed line and Extension number provided for any further questions.

AO will sign and date thereby approving the request for TAD.

Block 15: Comments

Any further comments or requests will be listed in this section such as leave in conjunction, special liberty authorized, etc.

INSERT NATO TAD REQUEST and ORDERS
ACTS MANUAL Example of NATO TAD Orders