

TAD ORDERS REQUEST FORM

NAMRU-SA 4650/1 (10/2010)

DEPARTMENT OF THE NAVY

**** Privacy Act Statement**** The authority to request this information is contained in titles 37 USC 440 and USC 5701 et. Seq travel, transportation and subsistence. The principle of this form is to make application for your attendance at a meeting or conference at the expense of the U.S. government. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility for and approving or disapproving your request. Completion of the form is mandatory; failure to provide the required information may result in delay in response to or disapproval of your request.

I request _____ be issued to the below listed individual for the purposes and under conditions stated.

NOTE: A BROCHURE/LETTER/MESSAGE MUST BE ATTACHED CONFIRMING TAD DATA

NAME		RANK/GRADE	DESG/NEC	CIVILIAN JOB TITLE AND GRADE	SSN
REQUIRED TIME/DATE OF TRAVEL	PROCEED DATE/TIME		NO. OF DAYS		RETURN DATE/TIME
TITLE OF MEETING & SPONSORING ORGANIZATION			REASON/JUSTIFICATION FOR TRAVEL		
ITINERARY (TAD POINTS ONLY)			TYPE: (MISSION, TRAINING, CONFERENCE)		

ADDITIONAL/SPECIAL REQUEST (X, CIRCLE & FILL IN)

SECURITY CLEARANCE	CIVILIAN CLOTHES	COMMERCIAL AIR RAIL	TRANSPORTATION:
RENTAL CAR	TAXI	COMMERCIAL AUTO BUS	PER DIEM:
OTHER (SPECIFY)		PRIVATE AUTO	RENTAL CAR:
EXCESS BAGGAGE LBS/ PIECES		SPECIAL GOVERNMENT FLIGHT	MISC:
LEAVE DAYS. BEFORE AFTER		<input type="checkbox"/> OTHER (SPECIFY)	FEES:

ESTIMATED TOTAL:

IF LEAVE IS REQUESTED IN CONJUNCTION WITH THESE ORDERS COMPLETE THIS BLOCK

LEAVE ADDRESS & PHONE	INCLUSIVE DATES	
	FROM	TO

REMARKS: SPECIAL ARRANGEMENTS/INFORMATION NO LISTED IN ATTACHED BROCHURE:

FREQUENT TRAVLER BOQ BEQ
 TRAVEL CARD HOLDER
 TRAVEL CAR NOT ACCEPTED
 HOTEL ROOM COSTS:

SIGNATURE OF REQUESTOR (FOR TRAVEL OUTSIDE CONUS: I CERTIFY COMPLIANCE WITH CURRENT OPNAVINST 4650.11 SERIES)			WORK CENTER AND PHONE
DIVISION HEAD (SIGNATURE)	DATE	WATCH OFFICER (SIGNATURE)	REQUIRES STAND-BY GOAT
DEPARTMENT HEAD (SIGNATURE)	DATE	ADMINISTRATIVE OFFICER SIGNATURE DATE	
RECOMMENDED	NOT RECOMMENDED	MISSION ESSENTIAL	ACCOUNT #
NOT IN FY ____ TRAVEL PLAN	IN FY ____ TRAVEL PLAN		NATO PASSPORT VISA
EXECUTIVE OFFICER SIGNATURE	DATE	APPROVED: COMMANDING OFFICER SIGNATURE	DATE

THIS SPACE FOR TRAVEL CLERK ONLY:

JON: 39467 _____ DATE PROCESSED: _____

OTHER
STANDARD DOCUMENT #

TANGO#