

MCXE—

MEMORANDUM THRU Immediate Supervisor, C, Service or Branch

FOR Chief, Personnel Division

SUBJECT: Request for Permissive Temporary Duty (Military)/Excused
Absence (Civilian)

1. Request that I be granted permissive temporary duty/excused absence for a period of day(s) for the purpose of: _____
Beginning and ending dates are approximately from _____ to _____

2. My planned itinerary is as follows:

Depart _____ on _____

Arrive _____ on _____

Depart _____ on _____

Arrive _____ on _____

3. I understand that this travel and/or absence is not directed by the US Government or any official thereof and I cannot conduct public business under this authorization. Accordingly, I shall be entitled to no reimbursement for travel, per diem, or other expenses. Since this is personally assumed travel and/or absence, I understand that I have the right to cancel it at any time and return to my regular place of duty.

4. I can be located at the following address and telephone number:

_____ Telephone: _____

APPROVED/DISAPPROVED:

Signature of Requestor

Signature of Approving Official

Typed Name, Rank, and PMOS

Signature of Supervisor

Typed Name, Grade