

NEW FORMAT FOR REQUEST FOR TRAVEL FOR ARNG AGR & TECHNICIANS

Now that we have switched to the AFCOS system, we no longer are using DD Form 1610 to authorize travel. From now on, please use this form to request travel from the HRO Technician Training dept. Everyone can feel free to reproduce this form as they deem necessary. Please forward all requests to AZAA-HR-ED. All questions can be directed to 602-267-2861, DSN 853-2861 or 267-2677, DSN 853-2677. This form may also be faxed to 267-2782, or DSN 853-2782.

1. Name _____ SSN _____

2. Position Title and Grade Rating _____

3. Official Station _____ Phone # _____

4. Organizational Element _____

5. Type of Orders _____ Security Clearance _____

6. Approx. # of Days TDY _____ Proceed on or about _____

7. Purpose of TDY _____

8. Itinerary _____

9. Mode of Transportation Comm Air _____ POV _____ Other _____

10. Remarks _____

11. Any Additional Comments _____

Please include all supporting documentation with this request (i.e. course information, registration confirmation, etc.) Thank you!