



# CGD8 ER AUXILIARY TEMPORARY ASSIGNMENT TO DUTY (TAD) REQUEST/AUTHORIZATION WORKSHEET



**NAME:** \_\_\_\_\_ **Member #:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_  
**DIV/FL:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Purpose:** Use this form to indicate mode of travel and entitlements. If you have any questions, call the DIRAUX staff at 314-269-2696.

**Privacy Act Statement:** In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U.S. Coast Guard:

- ◆ **Authority** - 10 USC Section 2771
- ◆ **Principle Purpose** - Used to indicate a member's intention during TAD
- ◆ **Routine Uses** - Same
- ◆ **Disclosure** - Disclosure of this information is voluntary, but without disclosure the member may not receive authorization to purchase airline tickets at government expense.

Departure Location (including zip code): \_\_\_\_\_

Destination (including zip code): \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

### Mode of Travel:

- Privately Owned Vehicle (POV)**  
If taking POV provide distance between point of origin and destination \_\_\_\_\_ Miles (1 way)
- Airline** (Indicate Ticket Price): \_\_\_\_\_
- ADTRAV (1-855-576-4781) Locator #: \_\_\_\_\_
- Mileage (1 way) to the airport: \_\_\_\_\_
- Rental Car Price (if authorized): \_\_\_\_\_

**Are Quarters Available?** (Government Lodging): \_\_\_\_\_

**Is Messing Available?** (Government Mess Hall): \_\_\_\_\_

### Member's Comments:



To speed processing of your request complete this form thoroughly and accurately, and submit to the DIRAUX staff as soon possible by email to [laura.a.simpson@uscg.mil](mailto:laura.a.simpson@uscg.mil).

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