



CHAPLAIN SUPERVISOR'S HANDBOOK

for the

**USAR Chaplain
Candidate Program**

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NOTE: Additional copies of this Handbook and future editions may be downloaded from the Office Chief of Chaplains (OCCH) website. Go to www.us.army.mil, click on Files, then U.S. Army Organizations, click on Chaplain, then OCCH, click on RCL, then CC Program, click on “Chaplain Supervisor’s Handbook.” The “Chaplain Candidate Handbook” is also located there.

CHAPLAIN SUPERVISOR'S HANDBOOK

for the USAR Chaplain Candidate Program

March 2007

This Handbook provides guidance for chaplains who supervise USAR Chaplain Candidates (CCs) when on a practicum or a Battle Assembly. It is recognized that this guidance may be different from the generally understood practice concerning ministry opportunities for CCs, or from guidance given by Chaplain Candidate Managers in the past. However, the guidance contained here is in keeping with the present philosophy and policy of the Reserve Components Integration Directorate at the Chief of Chaplains Office.

NOTE: The term "Supervisory Chaplain" used throughout the Handbook is a general term that may apply to a Chaplain Supervisor at a USAR Regional Readiness Command, or to an active duty Installation Chaplain who may delegate day-to-day supervision to a Battalion Chaplain or a Group Chaplain but maintains overall supervision for the CC.

General Information

The USAR Chaplain Candidate program is a Department of the Army recruiting and training program for prospective Chaplains to fill projected demands in the active and reserve components. Some key elements of the program are as follows:

- 1. Branch** –CCs are appointed to the Staff Specialist Branch. One of the programs in the Staff Specialist Branch is the Chaplain Candidate program. CCs do not wear Chaplain branch insignia, but wear Staff Specialist insignia on their BDUs, Class A's and Class B's (ACUs do not have Staff Specialist insignia). The Staff Specialist branch insignia is worn until a new oath is taken when reappointed to the Chaplaincy.
- 2. Title** – CCs are addressed by their rank.
- 3. Length of Program** - The program is designed for a maximum of six years. Candidates must be continuous full-time students (normally 9 semester hours per semester). The Army's priority is to encourage Candidates to complete seminary in an expeditious manner. Army training should fit around full-time seminary status. Opportunities for training are available throughout the year.
- 4. Post Seminary Time** - Candidates are authorized up to three years in the program following seminary for the purpose of a) completing requirements for ordination and b) faith group endorsement. When seminary programs are of unusual length, or when 2-3 years post-seminary pastoral experience is required for endorsement, the CC Manager may extend a Candidate beyond the normal six-year maximum to the statutory Reserve commitment length of eight years.
- 5. CH-BOLC** – CCs take CIMT and Phase 1 when they come into the CC program and then wait until the summer before their senior year (or year before accessioning which ever is later) to take Phase 2 and 3. An exception is made for those who enter the Chaplain Candidate program in their senior year of seminary and plan to accession to the chaplaincy following graduation.

6. Education and Experience – CCs come to you, the Supervisory Chaplain, with an accredited bachelor's degree (it may or may not be in Theology or Bible). Depending on where they are in the CC program, candidates may come with very little graduate seminary work up to a complete seminary degree. Some may come with several years of pastoral experience while others may come with no pastoral experience at all. Again, some have met all the requirements for the chaplaincy and are in the process of putting together their accession packet.

Do not assume that a CC with higher rank has significantly more graduate school education or ministry experience. Officers who are reappointed into the CC program from a basic branch or other special branch retain their rank and time-in-grade (TIG).

7. Promotions – Promotion to 1LT is an administrative action that is normally automatic unless the record is flagged or unless promotion personnel at Human Resources Command miss the fact that the individual is a Staff Specialist in the Chaplain Candidate program. CCs compete under the Army Promotion List (APL) with the basic branches starting with promotion to Captain. The time-in-grade requirement is 5 years for CPT and 7 years for MAJ.

PRACTICUMS

CCs are encouraged to request a practicum of their choice each year, although at times a CC may be focusing on their seminary (as noted in General Information #3 above) and not be able to fit it into their schedule. The main prerequisite for a practicum is that a CC maintains full-time status at seminary (a total of 18 semester hours per academic year. A current Practicum List may be downloaded from the OCCH website. Go to www.us.army.mil, click on Files, then U.S. Army Organizations, then Chaplain, then OCCH, then RCI, then CC Program.

1. Training Length – The normal practicum training length is 30-45 days. It may be limited to 30 days due to budget constraints and extended on a case-by-case basis in the 4th quarter of the fiscal year when we know the status of the budget and know that all Candidates wanting a practicum have been assigned one. Training can be as short as 12 days when a CC has limited time available and as long as 75 days for a quarter of CPE.

2. Practicums Following CH-BOLC – Budget strength may allow for a practicum of 30 days following the Chaplain Officer Basic Course (following Phase 1 or graduation). Since CH-BOLC Phase 1 and Phase 3 end on a Friday and most Practicums begin on a Monday, Saturday is a day off (not on orders) and Sunday is a travel day.

3. Training Sites – Currently there are 5 different Practicum types, with each one having several training sites. This includes USAR Ministry (Recruiting Brigades, Regional Readiness Commands and Reserve Installations), Active Duty Ministry (about 20 installations), Medical Ministry (Walter Reed, Beaumont and Fort Sam), CPE and Special Ministry Practicums (ROTC, West Point, FORSCOM and OCCH).

4. Funding Source - Office, Chief of the Army Reserve and the United States Army Reserve Command fund the Chaplain Candidate program (salary, per diem and basic transportation to and from the training site). The installation provides supervisory personnel and transportation on the training site (when the CC does not have a POV). Rental cars and “in-and-around” miles are not authorized. When there are two CCs on the same practicum at the same time, the CC Manager encourages the CC with a POV to share transportation with one who may be without a vehicle.

5. Orders – After a CC submits the required forms for a practicum with 2 or 3 choices of dates and location, the CC Manager selects the site and submits the Request for Orders. After the orders are approved, the CC Manager will send a copy to the CC and the Supervisory Chaplain via AKO.

Important: Be sure to check the orders in regard to quarters and mess. If the order reads “*Gov Quarters and Mess Directed,*” no per diem is authorized. Before a CC begins buying meals at restaurants and staying in a hotel off post, make sure the orders authorize it. If the orders are not correct regarding quarters and mess, contact the CC Manager.

6. In-Process and Out-Process Requirements - CCs are assigned to the subordinate unit to which the Supervisory Chaplain is assigned. The CC must sign in and out of that unit. If there is a Finance Office on the installation, it is responsible to process pay claims. If the installation/training site does not have a Finance Office, the pay packet is mailed back to Reserve Pay in St. Louis (see the section on Finance for details). Training orders specifically state the particular pay office to be utilized.

7. Training Site Status - CCs are trained under AR 140-1 (Army Reserves Mission, Organization & Training) paragraph 5 as a Reserve component Training Installation, and AR 623-1 (Academic Evaluation Reporting System) for evaluation rules. For the purposes of CC training, the Supervisory Chaplain is a School Commandant.

8. Height/Weight and APFT – CCs are expected to meet the Army height/weight standards and pass the APFT whenever they participate in a practicum. Record a “passed” height/weight and APFT on the bottom right of the DA Form 1059.

Candidates, who meet the ministry aspects of a practicum but fail the height/weight standard (or the Tape Test) and/or the APFT, will be seen as completing the practicum. They will receive a DA Form 1059 with item 11c marked “marginally achieved course standards.” Item 14 will also be marked with the note “Soldier met ministry requirements but failed to meet body fat composition standards IAW AR 600-9 during the training (or “failed to meet APFT standards IAW AR 350-1 during the training” whichever is appropriate).

The Supervisory Chaplain will hold the DA Form 1059 until the Chaplain Candidate verifies that the Army standard is met. The CC has 3 months to meet the Army standard and provide verification to the Supervisory Chaplain. Upon receipt of the verification, the DA Form 1059 will be issued.

If the Practicum is for the minimum of 12 days or the standard of 30 days, an APFT is required. Since an APFT is technically good for eight months (AR 140-1, 5-3), CCs may forego an APFT when they present a certified APFT test card (DA Form 705) dated within the past eight months.

NOTE: Failure to meet the height/weight standard or a failed APFT is not a showstopper for the CC in regards to promotion or accessioning as a Chaplain. It is a motivator for the CC to get in shape and have a “pass “on the next AER. The Accessioning Board is looking for “improvement” as the CC moves through the Chaplain Candidate program.

SUPERVISION

- 1. Examine the Experience** - A CC is not a Chaplain; neither is a CC a “Chaplain in training.” A CC is an officer in training (theologically and militarily) to become a Chaplain. He/she may already have a lot of military experience (from prior service) and/or pastoral experience (from serving in a church) or very little of both (coming from civilian life and having little or no theological training and pastoral experience). On this basis, a Supervisory Chaplain will need to determine the skills and experience of each CC.
- 2. Ministry Guidance** - CCs may perform chaplain duties and provide Religious Support to the degree that they have received training at CH-BOLC and have been licensed/ordained by their particular faith group. Again, the training and experience of the CC will determine how much Religious Support he/she can provide.
- 3. Direct and Indirect Supervision** - A CC with little military experience and little pastoral experience should be placed alongside another Chaplain (shadowing a Chaplain). When it is not possible, a CC must still have supervision (what could be termed “in-direct” supervision) where the CC communicates with the Supervisory Chaplain by phone and/or face-to-face at least twice a week while on a practicum. A written After Action Report by the CC would also be a good supervision tool. Supervision during a USAR Battle Assembly is described further on page 7.
- 4. Specific Ministry** - When CCs have training and experience and have been licensed/ordained by their faith group, they may perform most all chaplain duties, i.e. leading chapel services (to include the sacraments and marriage vows) and counseling (individual and marriage). It is always best for the Supervisory Chaplain to sit in on a counseling session and observe the counseling skills of the CC. The CC may have just completed Counseling 101 in seminary and have little or no experience in actual counseling.
- 5. Serving Alone** - A CC, having some military experience (from CH-BOLC or prior service) and some pastoral experience (from civilian life), may serve alone in a company or battalion while on the practicum. This arrangement, described as “Indirect Supervision” in #3 above, should involve communicating with the Supervisory Chaplain by phone and/or face-to-face at least twice a week.

FINANCE

When CCs receive their orders from HRC-STL or from OCCH, there are pay documents along with the orders. Please note that there are three parts to the financial package.

1. Financial Package

- a. Basic Pay and Allowances** – The Finance Office enters all Reserve officers into the financial database on the installation at the start of their duty. At the end of the practicum, the Supervisory Chaplain signs the ARPC Form 3924 (Individual Active Duty Certificate of Performance – Enclosure 1) and the CC presents it to the Finance Office during out-processing.

NOTE: When a CC is paid at CH-BOLC, it does not follow that he/she will automatically be paid for their duty at your installation. The CC is on another set of orders and must check in with the Finance Office as described above.

b. Advance Travel Option – Officers in the IRR are not eligible for a government credit card, but they are eligible for travel advances on per diem. The one-page form (Enclosure 2) must be faxed (with a cover sheet and a copy of the orders) to DFAS Indianapolis at 317-510-6213. DFAS will calculate the amount of the advance (about 80% of the total per diem) and deposit it the CCs account in 2-3 business days.

c. Travel Settlement - Before leaving the installation/place of duty, the Supervisory Chaplain reviews the Travel Voucher (DA Form 1351-2) and then signs and dates it (block 20c and 20d). The POV mileage is normally the same going and coming. The CC may fax the Travel Voucher to DFAS (317-510-5551 or 317-510-6213) or mail it in the pre-addressed envelope received in the packet with orders from HRC-STL.

2. No Finance Office – In the event a practicum takes place at a site without a Finance Office (possibly a USAR Recruiting Brigade), the Supervisory Chaplain may fax a copy of the order directly to HRC-STL Reserve Pay when the Practicum begins (fax to “HRC, Attn: Reserve Pay” at 314-592-0485). At the completion of the Practicum, the Supervisory Chaplain must then fax the Certificate of Performance (ARPC Form 3924 – Enclosure 1) and a copy of the orders to the Reserve Pay Office once again so that the CC may receive basic pay. A phone number for Customer Service is 314-592-0482.

3. Pay Problems - The first contact for solving basic pay issues is the Installation Finance Office. The second contact is to phone DFAS-Indianapolis (888-332-7366) to determine the specific problem (select prompt 1, then prompt 2, wait till Customer Service is announced and then select #2 for Indianapolis, then select prompt 2).

MISCELLANEOUS

1. Leave and Time Off – Leave is not authorized for CCs. They train for the full duration (30-45 days) and Finance pays them for earned leave days. The Supervisory Chaplain has the authority to make a policy exception when an emergency occurs. A “special pass” up to four days would be appropriate for an “immediate family” emergency situation. The Supervisory Chaplain has the authority to make that decision.

2. Training Holidays – Training holidays are not authorized for CCs. The Supervisory Chaplain has the authority to make a policy exception if the CC is training with a unit that is receiving the training holiday.

3. Moonlighting – Moonlighting at civilian employment is not authorized (even when it is at a church only “minutes away).” CCs are to be fully engaged in observing and supporting the full range of Religious Support while on the practicum. The only exception is when a CC lives within “commuting distance” and is off duty.

4. Civilian Employment – Returning to one’s church to “conduct a funeral, wedding, or visit a critically ill member” is not authorized. The CC is responsible for securing a substitute pastor.

5. Seminary Studies – Driving back and forth to an educational institution (including seminary) to attend classes is not authorized. Sometimes CCs receive seminary credit for Military Practicums. Supplemental reading or papers written to analyze or summarize the practicum for seminary credit is authorized during the duty day.

6. Deficiencies – Carefully document unacceptable tendencies (refusal to wear the proper uniform, show military courtesies, be a team player, etc.) in the Academic Evaluation Report (AER).

7. Training Curtailment – Curtailments for emergencies will be routinely approved. The Supervisory Chaplain makes the call and informs the CC Manager who, in turn, can then do follow-up and amend the orders. Curtailments for personal convenience (e.g. “I changed my mind”) are not authorized and will not be approved. All Reservists have reemployment rights that include CCs. No training will be cancelled or curtailed because of employer relationship issues. The law applies equally to religious bodies.

ACADEMIC EVALUATION REPORT (DA Form 1059)

1. No OERs Please - CCs do not receive Officer Efficiency Reports (OERs), but an Academic Efficiency Report (AER). Disregard anyone who communicates differently. If there is a problem, contact the CC Manager.

2. Content – When writing the narrative of the AER, a Chaplain Supervisor should base his/her comments on observation of the CCs “qualities, strengths, weaknesses, deficiencies, and overall performance” (AR 623-1, 2-6).

3. APFT – Similar to the OER format, the APFT information and height/weight information is noted in the lower right hand corner of the DA Form 1059. It must be there – no exceptions. (Example: “PASS 0307, 69/155 YES”).

NOTE: See the section Practicums #8 above for information on CCs who fail height/weight standards and/or the APFT.

4. Signatures - Make sure that two officers sign the document. If the designated officer is TDY, on leave or left the command, change the signature block to two officers who are present for duty. The junior Chaplain who did most of the supervision/training of the CC prepares the form and signs first. Then the senior Chaplain (or his/her designate) signs as the reviewing officer.

5. Destination - Send the original AER to the CC Manager by regular mail (CH Robert VanLaan, Office Chief of Chaplains, OCCH-RCI, 2511 Jefferson Davis Hwy, Arlington, VA 22202) or scan and send by email (Robert.Vanlaan@us.army.mil). The CC Manager will send it forward to HRC-STL to be entered into the CC’s permanent record. Please do not send by FAX as the copy does not arrive sharp and clear. The Supervisory Chaplain should give a copy of the AER to the CC for his/her personal record prior to the completion of the practicum. If the CC has already left for home before the AER is completed, please notify the CC Manager when sending forward the original so that the CC Manager can send a copy to the Candidate.

BATTLE ASSEMBLIES / DRILLING WITH A UNIT

CCs may drill with a USAR Unit “for points only.” Drilling with a unit in the USAR CC program is strictly voluntary and not required (as in the ARNG CC program). CCs in the USAR may be “attached” to a unit (not assigned).

1. Prerequisite - The main prerequisite is that a CC must have a Chaplain Supervisor. As noted above (Supervision, #3), supervision may be “direct” when a CC is attached to a unit having a chaplain (the CC shadows the Chaplain). Supervision may also be “indirect” when a company or battalion is nearby, but no Chaplain is present (none-assigned or deployed). In this case another Battalion Chaplain or a Group Chaplain must keep in touch with the CC. This can be done by requiring the CC to submit a monthly After Action Report (AAR) and by requesting a follow-up to the AAR with a phone call by the CC. The Chaplain Supervisor should also arrange occasional face-to-face time when practical.

NOTE: Sometimes the Supervisory Chaplain may be in another state and more than 8-10 hours away, making face-to-face time impossible. Even in this situation (happening more and more with chaplain shortages and continued deployments), it is better to have the CC drill locally to meet Soldier needs, provide Religious Support and receive “on-the-job training” than to travel long distances or not drill at all. It is acknowledged that risk is involved, but the potential benefits outweigh the perceived risks.

2. Orders – It is very important that CCs have orders attaching them to a unit. The reason is that orders cover a CC for liability purposes. If an injury should occur without orders, the CC would be ineligible for medical care by the Army.

NOTE: The process for obtaining attachment orders begins with the CC submitting a DA Form 4651-R to the unit. The form does not need a line and paragraph number, but it does need the UIC and the commander’s signature. The form should then be sent by fax (703-607-5951) or email to CH VanLaan (Robert.vanlaan@us.army.mil). The order will then be sent to the CC and the Supervisory Chaplain.

3. Battle Assemblies / Drills – The CC should discuss the schedule for Battle Assemblies with the Supervisory Chaplain. “Drilling for Points” could be for the whole weekend, one day, or a half-day, depending on the training schedule and also the time available for the CC. If the CC is a pastor of a church or has a full seminary class load, the whole weekend may not be feasible.

4. Drilling Alone – When the arrangement involves direct supervision (CC is shadowing the Chaplain) and the Supervisory Chaplain must be absent, the CC may still drill and provide Religious Support as long as the Supervisory Chaplain is confident of the CCs ability and experience. (See additional notes on the “Supervision Section” above).

5. Awarding Points – Each drill the CC needs to complete a DA Form 1380, noting the days and hours worked (1 point for 2-4 hours, 2 points for the day - like a regular Reservist). The CC is responsible to send the DA Form 1380 to HRC-STL for entry into his/her permanent record. The CC may contact the CC Manager for specific contact information at HRC-STL.

6. Annual Training – CCs do not participate in Annual Training with the unit unless it is the choice of the CC to use his/her practicum days for that purpose. In that case, the CC would contact the CC Manager to submit the proper forms to make the arrangements (same forms as a practicum).

ADMINISTRATIVE ISSUES

- 1. Security Clearance Problems** – Contact the security clearance office of HRC-STL at 800-323-0793 or 314-592-0255.
- 2. Government Travel by Air** – Contact Carson Wagonlit at 800-288-5042.
- 3. Officer Record Brief (ORB)** – Reserve Officers in the IRR generate their own ORB (DA Form 4037). A blank form may be downloaded from at the following website: <https://www.hrc.army.mil/site/reserve/download/default.asp - packets>. It is a common misconception in the active component that Reserve Officers can call or write someone to get an ORB.

CH (LTC) Robert VanLaan

Chaplain Candidate Manager

703-601-1174

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**INDIVIDUAL ACTIVE DUTY
CERTIFICATE OF PERFORMANCE**
(SEE AHRC FORM 3925 FOR INFORMATION ON BASE PAY AND ALLOWANCES.)

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: U.S. Code, Title 37, Section 101 and following.
PRINCIPAL PURPOSE: To certify duty performed as ordered for compensation IAW DOD 7000-14-R, Vol 7A1 and internal controls as a Reserve Component soldier.
ROUTINE USES: To specify and certify as correct the performance of duty.
EFFECT OF FAILURE TO PROVIDE REQUESTED INFORMATION: Failure to disclose the requested information may delay the payment of compensation.

CERTIFICATION PROCEDURES

If Soldier is:	then submit:
Performing individual AT/ADT/ADSW of less than 30 days	A Certificate of Performance (AHRC Form 3924) on the last duty day or no later than 5 days after duty performance to the Pay Processing Office cited in your order. TPU members file through unit administrator.
Performing individual AT/ADT/ADSW of 30 days or more	A Certificate of Performance (AHRC Form 3924) monthly to arrive at the Pay Processing Office cited in your order NLT the 10th of the month following each month of duty. A final certificate of performance is required NLT 5 days after tour completion.

Date _____

I certify that _____
RANK NAME SSN

completed _____ days of the active duty period specified in order #T - _____

HQ, U.S. Army Human Resources Command - St. Louis, dated _____

Inclusive dates of duty performed are _____ to _____ (including travel).

Soldier's Signature _____ Date _____

THE CERTIFYING OFFICIAL MUST HAVE PERSONAL KNOWLEDGE OR DOCUMENTATION SUPPORTING THE FACT THAT THE DUTY WAS SATISFACTORILY PERFORMED.

SIGNATURE OF CERTIFYING OFFICIAL

RANK BRANCH OF SERVICE

TITLE

TELEPHONE NUMBER

DSN: COMMERCIAL:

PENALTY

The penalty for willfully making a false claim is: A maximum fine of \$10,000 or maximum imprisonment of 5 years or both. (U. S. Code, Title 18, Sec 287).

REQUEST FOR TDY TRAVEL ADVANCE

Instructions: Please complete all personal data and mark the appropriate blocks. Before an advance can be paid, your orders must read: Travel advance is authorized and traveler does not have a government charge card. If this statement is not in the orders, you must attach a signed statement from the order approving official that the traveler does not have a Government sponsored charge card. (DFAS-IN Regulation 37-1, paragraph 100602). Submit this request, one copy of your orders, any amendments, and the signed memo (if applicable) to your servicing DFAS Travel Office. If you are traveling on Invitational Travel Orders, you are authorized a travel advance. The amount of the advance must be approved by the orders approving official and included on the invitational order. The advance will be limited to the authorized amount. IAW DOD FMR Vol. 9, Chapter 5 par 0504, personnel who are not eligible for a government travel card may obtain travel advances only via EFT.

PLEASE PRINT

NAME _____ GRADE/RANK _____ SSN#: _____

DAYTIME NUMBER () _____ FAX NUMBER () _____ EMAIL _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

SUPERVISOR/UA'S NAME _____ PHONE NUMBER () _____

1. Are you going TDY to a Lodging Success Program (LSP) area? If so, did you call the LSP number 1-800-GOARMY1? If a room was not available, enter your LSP non-availability control number # _____. NOTE: for Army personnel only.
2. If TDY is not to a LSP location, contact your servicing commercial travel office (CTO) for lodging arrangements.
3. What will you be paying for lodging per night (not including taxes)? \$ _____. How many nights will you require lodging? _____. Will you have multiple TDY points? If yes, how many nights will you stay at each area? List the TDY points and the nightly cost of lodging at each TDY point. _____
4. Are you going TDY to a military installation? If yes and a room is not available through the billeting office, enter your non-availability control number _____.
5. Will meals be provided for you at no cost? YES _____ NO _____. Will you be required to pay the surcharge rate for meals at a government dining facility? YES _____ NO _____.
6. Is a rental car authorized on your orders? YES _____ NO _____. DAILY RATE: \$ _____. You are required to make travel arrangements through a government travel office (CTO).
7. Will you be driving your privately owned vehicle (POV) to the TDY point? YES _____ NO _____. If yes, you may be limited to the cost of round-trip airfare with constructed cab fare unless the orders authorize "POV as more advantageous."
8. Will you be required to pay for a registration/conference fee? If so, how much? \$ _____. Will any meals be included in the cost of the registration/conference fee? If yes, how many? _____.
9. Will you be taking leave before, during or after your TDY? If yes, what dates will you be on leave? _____.

ADDITIONAL COMMENTS:

DIRECT DEPOSIT IS MANDATORY METHOD OF PAYMENT FOR ADVANCES

EFT INFORMATION (print clearly)

ENTER YOUR 9 DIGIT BANK ROUTING NUMBER _____

ENTER YOUR CHECKING OR SAVINGS ACCOUNT NUMBER _____

SELECT ONE: _____ SAVINGS ACCOUNT _____ CHECKING ACCOUNT

SIGNATURE AND DATE OF REQUEST

PRIVACY ACT STATEMENT: AUTHORITY: 5 USC 5701, 37 USC 404-427, and EO 9397. **PRINCIPAL PURPOSE(S):** Used for reviewing, and determining the amount of an authorized travel advance. SSN is used to maintain a numerical identification system for individual requests. **ROUTINE USE:** To substantiate a request for advance payment for official travel. **DISCLOSURE:** Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.