

DD Form 1610 Checklist

Name (Last, First, MI) _____

Social Security Number _____

Position Title _____

Rank/Grade _____

Official Duty Station Address _____

Office Symbol _____

Commercial Phone Number _____ DSN _____

Commercial Fax Number _____ DSN _____

Security Clearance (TS, S, etc.) _____

Proceed Date _____

Location Proceeding From _____

Mode of Travel *POV ____ Air ____

If Air, Cost of Airfare _____

Rental Car Authorized **Yes ____ Cost \$ ____ No ____

Fund Cite for Rental Car if Authorized _____

Leave Dates if Any in Conjunction with TDY _____

Other TDY Dates if Any in Conjunction with School TDY _____

For students traveling by POV, in and around mileage is not authorized. Mileage reimbursement and per diem are limited to constructive cost of common carrier transportation and related per diem as determined in the JTR.

**** The Army Force Management School will not pay for rental cars. If a rental car is authorized, please list the fund cite here or provide a memorandum from your command that specifies the correct accounting classification and cost.**

Fax this form to Mr. Robert Lebron, DSN 655-5946 or commercial (703) 805-5946. Upon receipt of security clearance verification, travel orders will be faxed to you.