SPECIAL REQUEST/AUTHORIZATION

1. NAME:	2. RATE:

3. SHIP OR STATION:	4. DATE OF REQUEST: (YYYYMMDD)

5. DEPARTMENT/DIVISION:	6. DUTY SECTION/GROUP:

7. NATURE OF REQUEST: ☐ LEAVE ☐ SPECIAL LIBERTY ☐ SPECIAL PAY ☐ COMMUTED RATIONS ☐ OTHER (BELOW)

8. NO. OF DAYS REQUESTED:	FROM (DATE AND TIME):	TO (DATE AND TIME):

9. DISTANCE (MILES): | MODE OF TRAVEL: ☐ CAR ☐ AIR ☐ TRAIN ☐ BUS

10. LEAVE ADDRESS:	11. TELEPHONE NUMBER:

12. REASON FOR REQUEST:

13. SIGNATURE OF APPLICANT: (Use CAC for digital signature)

14. I am eligible and obligate myself to perform all duties of person making application.	SIGNATURE OF STANDBY:	DUTY STATION:

RECOMMENDED APPROVAL	RANK/RATE/TITLE:	SIGNATURE:	DATE:
15. ☐ YES ☐ NO			
16. ☐ YES ☐ NO			
17. ☐ YES ☐ NO			
18. ☐ YES ☐ NO			
19. ☐ YES ☐ NO			
20. ☐ YES ☐ NO			

21. ☐ APPROVED ☐ DISAPPROVED	SIGNATURE:

22. REASON FOR DISAPPROVAL:

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