



**Army Performance
Excellence Award**

**Joint Board of Examiners
Administrative Form/Travel Orders Information**

PRIVACY ACT STATEMENT
(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. 5701, 5702, and E.O. 9397

PRINCIPAL PURPOSE(S): Preparation of Official Travel Orders

ROUTINE USE(S): None

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of your travel request.

NAME (Last, First, Middle)

E-MAIL ADDRESS

SSN (For travel purposes only)

ORGANIZATION

DUTY PHONE (Commercial, DSN including Country Code and Fax)

DUTY ADDRESS (Including Official Station)

HOME PHONE (Area Code or Country Code and Number)

MOBILE PHONE (As applicable)

HOME ADDRESS

When traveling what city and state will you depart from? _____

Which airport will you depart from? _____



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Will you drive to the airport? _____

Will you require parking at the airport? _____

Will you be taking a taxi to the airport? _____

Do you wish to inquire about driving your POV vs. flying or are you in the local area? _____

Comments:
