



IDAHO ARMY NATIONAL GUARD

HUMAN RESOURCE OFFICE
4794 FARMAN STREET, BUILDING 442
BOISE ID 83705-8112

IDJ1-HRO-HRD

14 August 2009

MEMORANDUM FOR Army Federal Technicians State of Idaho

SUBJECT: Request for special conveyance

1. Effective 01 October 2009 all special conveyance for Federal Technician travel will be pre-approved through the Human Resource Office prior to travel request input through the Defense Travel System (DTS). This policy is being implemented due to budget restraints and potential cost savings.
2. Requests will be received in the Human Resource Office utilizing the attached memorandum format.
3. POC for this request is SFC Linda Burkhart at x4226 or linda.r.burkhart@us.army.mil

A handwritten signature in black ink, appearing to be "Kevin K. Dawkins", written over a circular stamp or seal.

KEVIN K. DAWKINS
Lt Col, IDANG
Human Resource Officer

ATCH
as

MEMORANDUM FOR Human Resource Office 4794 Farman St, Boise, Idaho 83705

SUBJECT: Request for special conveyance

1.
 - a. Name:
 - b. Grade:
 - c. Duty Assignment:
 - d. Purpose for travel:
 - e. Dates of activity:
 - f. Location of TDY:
 - g. Cost estimate:
 - h. Number of passengers:
 - i. Justification Narrative:

2. POC for this request is Name of Requester at xXXXX.

Supervisor
Signature
Block

IDCV-TB-B
SUBJECT:

General instructions for completion.

BLOCK 1.

- a. **NAME:** Last and first name of person to utilize special conveyance (Smith, John)
- b. **GRADE:** GS or Wage level of requester (GS-09, WL-11, etc)
- c. **DUTY ASSIGNMENT:** Assigned position of requester (Human Resource Spec, Maintenance Mechanic, etc)
- d. **PURPOSE OF TRAVEL:** Reason for travel (training, site visit, conference, etc)
- e. **DATES OF ACTIVITY:** From and to dates of duty and or utilization of vehicle
- f. **LOCATION OF TDY:** Location where special conveyance is being requested
- g. **COST ESTIMATE:** Quote from defense travel system, Carlson Travel, or an authorized rental agency
- h. **NUMBER OF PASSENGERS:** Total number of authorized passengers that will be riding in the vehicle at the TDY location
- i. **JUSTIFICATION NARRATIVE:** A brief narrative explaining/justifying the need for special conveyance

BLOCK 2. POC for this request is Name of Requester at xXXXX. (name and phone number of the person requesting special conveyance)

BLOCK 3. SIGNATURE BLOCK: Signature block of the requesters supervisor