TEMPORARY ADDITIONAL DUTY

From: Date:_____

To: Commanding Officer

1. I will be absent from this area from _____ to _____ and intend to perform scheduled drills at another naval activity during my absence.

2. It is requested that I be authorized to perform additional duty at _____
(Location)

3. Place where I can be contacted during my TAD will be _____
(Address)

Phone: _____
(Area code, Number)

_____
(Reservists Signature)

FIRST ENDORSEMENT

Date:_____

From: Commanding Officer.

To:

Ref (a) _____
(Site Approval from TAD Activity)

Encl: (1) Certified copy of Security Clearance (if applicable for rating)

1. In accordance with reference (a), you are authorized to report to _____
_____.
(Name and Location of TAD Command)

This duty is only authorized and not direct, and will involve no expense to the government for travel or per diem.

2. Your drill schedule for this period of TAD is as follows: _____.
Deviations must be with my approval. Uniform requirements are: _____.

3. Each month immediately after the drill, mail a signed copy of these orders and the unit copy of the drill chit to me in the enclosed self addressed envelope.

_____
(Signature by direction)

SECOND ENDORSEMENT

Date:_____

From: Commanding Officer.

To:

1. Your performed drills with this unit as follows:

_____	_____	_____
Month	Days	Total number of drills for month

2. Mail a copy of these orders along with a copy of your drill chit to your parent command.

_____
(Signature by direction)