

REQUEST FOR EXCEPTION TO TRAVEL RESTRICTIONS FOR COVID-19

PRIVACY ACT STATEMENT

AUTHORITY: MARADMIN 264/20.

PRINCIPLE PURPOSE(S): To provide a standardized submission process for exceptions to policy.

ROUTINE USE(S): To evaluate and make determination of exceptions to policy for movements otherwise restricted by COVID-19.

DISCLOSURE: Voluntary; however, failure to furnish the requested information may result in denial of the exception to policy.

MARINE'S INFORMATION

LNAME, FNAME, MI		RANK	EDIPI
UNIT/SECTION	WORK EMAIL		PHONE
REASON FOR TRAVEL		NO EARLIER THAN DATE	NO LATER THAN DATE
IS LEAVE BEING REQUESTED?	NUMBER OF DAYS REQUESTED	REQUESTED DEPARTURE DATE	REQUESTED REPORT DATE

JUSTIFICATION (INCLUDE LEAVE ADDRESS AND QUARANTINE PLANS)

SIGNATURE OF MARINE		DATE
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IMMEDIATE SUPERVISOR'S CERTIFICATION

IMMEDIATE SUPERVISOR'S COMMENTS

SUPERVISOR'S RANK, NAME, SERVICE	
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SUPERVISOR'S SIGNATURE	DATE
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SUPERVISOR'S CERTIFICATION (AC/S, CO, OIC)

SUPERVISOR'S COMMENTS

SUPERVISOR'S RANK, NAME, SERVICE

SUPERVISOR'S SIGNATURE

DATE

GENERAL OFFICER'S ENDORSEMENT

GENERAL OFFICER'S COMMENTS

TRAVEL APPROVAL CATEGORY

APPROVED

DISAPPROVED

GENERAL OFFICER'S NAME

RANK

GENERAL OFFICER'S SIGNATURE

DATE

GAINING COMMAND'S ENDORSEMENT

GAINING COMMAND'S COMMENTS

TRAVEL APPROVAL CATEGORY

APPROVED

DISAPPROVED

GENERAL OFFICER'S/FLAG OFFICER'S NAME

RANK

OFFICER'S SIGNATURE

DATE