

**NATIONAL GUARD BUREAU  
OFFICE OF EQUAL OPPORTUNITY AND CIVIL RIGHTS (Air National Guard)  
ADJUNCT INSTRUCTOR TDY REQUEST FORM**

**TO: NGB-EO-CR (ATTN: ANG MEO OFFICE)**

1411 Jefferson Davis Hwy  
Arlington, VA 22202-3231

**SUBJECT: REQUEST FOR TDY FUNDS**

**RANK:** \_\_\_\_\_  
\_\_\_\_\_

**MILITARY STATUS:** \_\_\_\_\_  
(i.e., AGR, Traditional, Technician)

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**UNIT:** \_\_\_\_\_

**FINANCE ASN:** \_\_\_\_\_

**STATE:** \_\_\_\_\_

**MPF ID:** \_\_\_\_\_

**ESTIMATED AIRFARE:**     \$ \_\_\_\_\_

**ESTIMATED POV TRAVEL:** \$ \_\_\_\_\_

**RENTAL VEHICLE COST:** \$ \_\_\_\_\_

**TRAVEL DATES:**

Depart: \_\_\_\_\_  
          Day-Month-Year

Return: \_\_\_\_\_  
          Day-Month-Year

**TOTAL TDY DAYS:** \_\_\_\_\_  
(Include Travel Days)

**JUSTIFICATION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_