Taking leave? Going on TDY? Deploying?

Reason for Absence (circle one): Leave / TDY / Deployment

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building/Room:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Departure Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Are you leaving a vehicle: Y / N (Fill Out a “Got a New Vehicle” form if needed)

**Your Cell Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

You need to identify a Point of Contact, in the local area, that you will entrust your room and vehicle to while you are away. (It cannot be an ADL) Do not forget to assign a “Power of Attorney” to act upon your affairs.

**POC Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POC’s Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Remember you may also submit temporary absences by leaving a message on your Dormitory’s ADL phone or slide this under the office door.