



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR EDUCATION AND TRAINING COMMAND

SPECIAL AUTHORIZATION

Date of Request: DD/MONTH/YY

MEMORANDUM FOR AETC/FMAM
c/o 2 AF/TTOC-O MRTP

FROM: UNIT/OFFICE SYMBOL

SUBJECT: (FOUO) REQUEST FOR SPECIAL AUTHORIZATION: Rank Last, First, MI

- Request Special Authorization (SA) for: Place an "X" in the applicable space(s).
 - Rental Car _____
 - Shuttle/Taxi (passengers only) _____
 - Vicinity Mileage (Approved POV only) _____
 - Actual Expense Allowance (AEA) (Goodfellow AFB only) _____
 - Excess Baggage (must be identified in ETCA) _____

TDY Student: Rank Last, First, MI Full SSN: _____

Home Base (Base Name/Unit/Office Symbol): _____

Official E-mail (.mil): _____

DSN (not commercial): _____ Cell Phone (PA/PII): _____
(Cell phone must be provided in the event passengers are assigned to your vehicle)

Supervisor information: Rank Last, First MI DSN: _____

Leave dates & number of days before/after the TDY or N/A. (AETC funded rental cars are *not* authorized for leave purposes) _____

TDY Location: _____

15-Character Course Number (Include spaces): _____

Course Start Date: DD/MONTH/YY Course Grad Date: DD/MONTH/YY

- Have you asked for unit funding? YES NO
- Will you have passengers? YES NO
- If yes, what are their names? _____

2. On-base billeting (is)/(is not) available. (Identify if you are staying on an adjacent base)

3. Off-base billeting:

Hotel Name: _____

Street Address: _____

City, State, Zip Code: _____

Number of Nights: _____ Rate/Night: \$ _____

4. **Mileage (one-way):** Airport to billeting _____
Billeting to training facility _____

5. Provide justification/extenuating circumstances for request IAW AFI 36-2616, paragraph 7.6.

6. I have attached my signed training RIP or TDY Orders (orders must include course number, course title, start date and grad date). **YES** **NO**

7. I have attached my DTS or SATO travel itinerary with “**Compact**” Rental Car Reservation. The rental car reservation includes the GARS rate and **no** extras or “add-ons” (Insurance, navigation, etc.)
YES **NO** Rental Car Cost: \$ _____

8. If applicable and available submit billeting non-availability statement (may not be issued by sister-services).

9. If driving POV, submit cost comparison worksheet and all accompanying documents.

NOTES:

1. If documentation is not included with initial request, your request may be delayed or not approved.
2. Send all documents in an encrypted e-mail.

Submitting this request **does not** mean an automatic authorization.

//SIGNED, DATED//

Requestors Official Signature Block

Attachments:

1. Signed training RIP or TDY Orders
2. DTS/SATO issued Itinerary showing flight and rental car info (Not the DTS generated email)
3. Billeting Non-Availability Statement (may not be issued by sister-services)
4. Cost Comparison Worksheet and accompanying documentation (if driving POV)