Appendix A

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| SPECIAL REQUEST/AUTHORIZATION FORM |
| NAME (Last, First, MI) | RANK | Date of Request |
| FROM (Date & Time) | TO (Date & Time) |
| NATURE OF REQUEST[ ]  Lab Absence [ ]  PT Absence [ ]  Company Event Absence [ ]  Other |
| REASON & EXPLANATION |
| SIGNATURE OF REQUESTOR |  |
| APPROVAL RECOMMENDATION (As Req) Signature DateSqd Ldr [ ]  Yes [ ]  No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plt Sgt [ ]  Yes [ ]  No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_Plt Cdr [ ]  Yes [ ]  No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ |
| MIDN CO [ ]  Yes [ ]  No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_APPROVAL DECISION/RECOMMENDATIONClass Adv [ ]  Yes [ ]  No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_XO [ ]  Yes [ ]  No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_CO [ ]  Yes [ ]  No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| CHAIN OF COMMAND COMMENTS: |
| NOTES:1. All requests must be initiated at least 1 week prior to the time in question.
2. Midshipmen will notify their advisor upon submission of chit and walk the request through the MIDN chain of command themselves.
3. Chits are approved by the Class Advisor. Any recommendation to deny the request must be routed to the Consortium CO for final decision.
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