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 Date  Sqd Ldr  Yes  No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Plt Sgt  Yes  No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_  Plt Cdr  Yes  No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ | | | | |
| MIDN CO  Yes  No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_  APPROVAL DECISION/RECOMMENDATION  Class 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. | | | | |