

Directions to Complete Request for Training Orders Form

- Block 1: Social Security Number of Applicant
- Block 2: Grade of Applicant (example: E4 or O3)
- Block 3: Last Name, First Name and Middle Initial of Applicant
- Block 4: Designator (Officer) or NEC (Enlisted) of Applicant
- Block 5: Sex of Applicant (needed for Berthing considerations)
- Block 6: Work phone number of Applicant
- Block 7: Home phone number of Applicant
- Block 8: Complete Home Address of Applicant (Should be same address as on RSTARS file. If not, put in appropriate address change via RSTARS.)
- Block 9: Check appropriate type(s) of training.
 AT - Annual Training (required each fiscal year)
 IDTT - Inactive Duty Training Travel
 ADT - Active Duty Training (in addition to AT, performance of ADT does not remove the AT requirement)
 Group - A member of a group (Must travel same location, same travel code)
 IADT - Initial Active Duty Training
 INVOL - A mandatory driller involuntarily performing training
 Non Pay- Training performed with no pay, per diem, or allowances (Can be either AT or AEJT)
 MOD -Modification (Check only the blocks that require change and attach RSTARS documentation and justification)
 Back-to-Back- Orders, AT and/or ADT that are in conjunction with one another
- Block 10A: Report Date and Time of requested type training.
- B: Requested number of AT/ADT days, number of IDTT days in conjunction with AT/ADT is desired Before (B) or After (A) (place number in appropriate space). (IDTT must be performed at site of AT.)
- C: Training Location Site and UIC. Completion of CDP/CIN and name of requested course is mandatory.
- Block 11: Point of Contact at Training Site. (if contacted)
- Block 12: Desired Travel Itinerary to Training Site
- Provide departure date (One day travel INCONUS, two days travel OUTCONUS) with Not Earlier Than (NET) and Not Later Than (NLT) departure times. Provide desired airport Departure (DEP) and Arrival (ARR). Provide embark/debark for training afloat. (LANTREP/PACREP confirm)
- Block 13: Type of Travel Mode 1 is a Government Transportation Request (GTR) and is the directed method of travel and should be the primary choice.
 Travel Modes 2-6 are authorized methods of travel and may be selected in lieu of a GTR provided they satisfy mission requirements.
 Travel Modes 7-9 are for program manager use (refer to COMNAVRESFORINST 1571.7G, Chapter 7). These modes of travel may be requested in unusual circumstances. However, approval by Echelon III program managers must be fully justifiable.
- Block 14: Use this block to justify any entry that may require an explanation
- Block 15/16: Date of Application and Signature by Applicant is mandatory
- Block 17: List appropriate test codes and additional instructions required in the performance of training
- Block 18: Check only one block. Signature of unit CO/GCLO/OIC is mandatory.
- Block 19: Check only one block. This approval or disapproval is ultimately the responsibility of the commanding officer of the RESFMS site. However, review and approval/disapproval may be delegated.
- Block 20: Amplifying remarks for disapproval in Blocks 18 and 19.