
(Date)

MEMORANDUM

From: _____
(Rank/Rate) (Name)

To: RPD, NAS JRB New Orleans

Via: NMORA Program Manager

Subj: IDTT Drill Dates

1. For performance of requested IDTT, the following information is provided:

- a. Drill dates used for this IDTT: _____
- b. IDTT to be recorded as REGULAR DRILLS
- c. I am currently in a (Paid / IAP) status.
(IDTT not authorized for IAP individuals)

V/r,

(RESERVIST SIGNATURE)

ENDORSEMENTS:

Unit Program Manager

CO/Authorizing Official

IDTT FUNDS IDTT AVAILABLE: YES//NO

OPTAR CLERK _____
(Initial)

RPD/Final Approval

Copy to:

Reserve Services (after RPD approval)

(Forward a copy of IDTT Orders upon issue)