

Active Duty for Special Work (ADSW)

By Name Request

Version 03/10/2009

(<http://www.npc.navy.mil/careerinfo/augmentation/pers4G2>)

1. Date:
2. Command Name:
3. Member Name:
4. Member Rank:
5. In the last four years, how many days has this member been on ADSW, Volunteer Recall, or Volunteer Mobilization active duty orders?

Requirement Information:

6. Requirement Name:
7. Which Fleet Readiness/Provider Enterprise is providing this person to support this requirement?
8. Requirement Tracking Number (RTN):
9. Requested Start Date of Orders:
10. Requested End Date of Orders:
11. Total Number of Days (include all travel and processing):

Reporting Command Information:

12. Command UIC:
13. CONUS or OCONUS:
14. Ultimate Duty Station Long Name:
15. Command mailing address:
16. Servicing PSD UIC:
17. Servicing PSD address:
18. Command POC:
19. Phone:
20. Email:
[Provide all email addresses for individuals that require notification of completed orders.](#)
21. Special Reporting Instructions: (includes: country/diplomatic clearances, security clearances, passport/visa, medical, immunizations, travel, training, equipment, outfitting, uniforms, etc.)
22. Will member be administratively attached to this command but reporting to another?
 - a. If yes, provide:
 - (1) Command Name:
 - (2) Mailing Address:
 - (3) UIC:
 - (4) Servicing PSD:
 - (5) PSD Address:

(6) PSD UIC:

Funding Information:

23. Line of Accounting required?
- NO = Member is local **or** Orders greater than 180 days.
 - YES = Member is not local **and** Orders less than 180 days.
- a. If Yes, Input Line of Accounting:
- b. If Yes, Input Standard Document Number (SDN):

Travel and Entitlement Information:

24. Members Desired Travel Mode:
25. Check all that apply: (POV and Rental Car cannot be combined.)
- Rental car authorized.
 - POV authorized as advantageous to government.
 - Government quarters available.
 - Government messing available.
 - Member intends to relocate dependents and ship HHG.

Service Member's Information:

26. Full Name:
27. Rank/Rate:
28. Phone:
29. Email:
30. Designator (officers):
31. Last 4 of SSN:
32. Home of Record Address (No PO Box):
33. Special Pay required?
- a. If Yes, Type and Justification:
34. Will member be on another set of orders immediately prior? (Back to Back)
- a. If YES, please explain and provide dates:
35. Members Supporting NRA:
36. NRA UIC:
37. NRA Name:
38. Address:
39. NRA POC:
40. Phone:
41. Email:

42. NRA Supporting PSD:

43. Supporting PSD UIC:

Additional Information:

44. Any additional information: