

September 16, 1964

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MEMORANDUM

TO: General Administrative Distribution - Livermore

SUBJECT: Travel Requests for Travel to PPG

Formal requests for travel to PPG should be initiated at least two weeks prior to anticipated travel, on Form RL-121 "Request and Authorization for Official Travel". Form RL 121 distribution will be handled in the usual manner, except that the white, yellow, blue and goldenrod copies normally sent to the Business Services Department will be sent to the Field Services Section, Room 1159, Bldg. 112.

Security Department clearance notification requirements may be disregarded. Field Services Section will arrange security clearance extensions and badge requirements.

All Travel Requests must include the following information:

1. Status: Operational or advisory.
2. Anticipated principal PPG work assignment locations (Honolulu, Johnston Island, etc.) with approximate dates of location changes (if any).
3. For flight crew members, include the following statement:
"Mr. _____ is qualified and authorized for assignment to the scientific flight crews, as required, on the Diagnostic G-115 aircraft. Extended insurance coverage has been approved by _____"

Requested Approval or Approval Alternatives

Travel requests should not include requirements for rental cars in the Honolulu area. These requirements will be evaluated by Field Services, Honolulu, based on availability of pool cars.

In the event of a change to travel plans, the Travel Requestor should notify both the Field Services Office, Ext. 7871 and the Travel Department, Ext. 7171 (Sherry Bailey). If the schedule change is more than a seven day deviation from original plans, a new travel request form should be initiated.


LEONARD G. MARK