To complete this form, click in or tab to each form field, and type the requested information. For dropdown boxes, click on the arrow to choose a response. You can also press Alt Tab to open the dropdown choices, use the up/down arrows to navigate among the choices, and then press Enter when the desired response is selected.

Today’s Date:

Name:

Operating Administration:

Series/Grade:

Position/Title:

Address:

Phone Number:

Fax Number:

Email:

Supervisor’s Name:

Supervisor’s Phone Number:

Supervisor’s Email:

Purpose of the Business Trip:

Dates Services Needed:

Destination:

Will you need the personal assistant to accompany you en route to your destination?

If your response to the previous question was “yes”, please provide the specific flight information (if applicable).

Scope of services to be provided (e.g., assistance with navigation, activities of daily living, reading, communication):

Preferred schedule for delivery of services:

Do you have a specific individual in mind that will provide personal assistant services?

If your response to the previous question was “yes”, please provide the individual’s name, telephone number, and e-mail address.

**Please e-mail this completed form to the DRC at** **drc.pas@dot.gov** **at least two weeks prior to the date of departure.**