

## REQUEST FOR APPROVAL OF EXIGENCY

Approval of an exigency is requested **in advance** of the cancellation of leave. In an emergency, approval is requested as soon as possible after the occurrence. Annual leave must have been scheduled, requested, and approved **in writing** before the start of the **third bi-weekly** pay period before the end of the leave year.  
**Provide all information requested below. Failure to do so may result in delay or disapproval of request.**

### PART A: SUPERVISOR'S REQUEST FOR APPROVAL OF EXIGENCY

EMPLOYEE'S NAME (Last, First, M.I.)

ORGANIZATION/STOP NUMBER

OFFICE SYMBOL

DUTY PHONE

POSITION TITLE

GRADE AND STEP

CANCELLED LEAVE DATES

CANCELLED LEAVE HOURS

DATE LEAVE SCHEDULED (YYYYMMDD)

DATE LEAVE APPROVED (YYYYMMDD)

BEGINNING DATE OF EXIGENCY (YYYYMMDD)

ENDING DATE OF EXIGENCY (YYYYMMDD)

#### DESCRIPTION OF EXIGENCY

STATE WHY EXIGENCY IS OF SUCH IMPORTANCE THAT EMPLOYEE CANNOT BE EXCUSED FROM DUTY.

STATE WHY THERE IS NO ALTERNATIVE TO CANCELLATION OF THE SCHEDULED LEAVE.

STATE WHY THE LEAVE CANNOT BE RESCHEDULED DURING THE REMAINDER OF THE YEAR.

**REMINDER: Attach OPM Form 71 documenting request and approval of leave.**

SUPERVISOR'S SIGNATURE

TYPED NAME AND TITLE

OFFICE SYMBOL/STOP NUMBER

DUTY PHONE

DATE (YYYYMMDD)

### PART B: CPF COORDINATION ON PART A REQUEST

THIS EXIGENCY OF SERVICE  MEETS,  DOES NOT MEET, THE REGULATORY REQUIREMENT FOR APPROVAL AND LEAVE CANCELLATION.

COMMENTS

COORDINATING OFFICIAL'S SIGNATURE

TYPED NAME AND TITLE

OFFICE SYMBOL/STOP NUMBER

DUTY PHONE

DATE (YYYYMMDD)

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**Convert any document (in any format) to PDF fillable and savable:  
[www.FillinDocs.com](http://www.FillinDocs.com)**

**All (10's of 1,000's) U.S. Federal Forms already fillable, savable:  
[www.usa-federal-forms.com](http://www.usa-federal-forms.com)**

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

**PART C: APPROVING OFFICIAL'S ENDORSEMENT**

**APPROVING AUTHORITIES:** HQ NORAD, HQ USSPACECOM, HQ AFSPCECOM: JOINT SECRETARY, DIRECTOR OF STAFF AND DIRECTORS  
WING COMMANDERS: GROUP COMMANDERS AND VICE COMMANDER  
FOR OTHERS: DIRECT REPORTING UNIT COMMANDERS AND TENANT UNIT COMMANDERS

EXIGENCY APPROVED AND LEAVE CANCELLED

EXIGENCY DISAPPROVED AND LEAVE GRANTED

COMMENTS

APPROVING OFFICIAL'S SIGNATURE

TYPED NAME AND TITLE

OFFICE SYMBOL/STOP NUMBER

DUTY PHONE

DATE (YYYYMMDD)

**NOTE: Upon approving authority's signature, provide: 1 copy to CPF ; 1 copy to supervisor for transmittal to employee.**