

| 5 FTS OFF-DUTY TRAVEL FORM  |                        |                                   |
|---|------------------------|-----------------------------------|
| 1. NAME (Last, First, MI)   | 2. GRADE               | 3. DUTY SECTION                   |
| 4. TRAVEL ADDRESS (Street, City, State)   |                        |                                   |
| 5. TELEPHONE NUMBER   |                        | CELL PHONE NUMBER (if applicable) |
| 6. DATE/TIME OF DEPARTURE   | 7. DATE/TIME OF RETURN |                                   |
| 8. MODE OF TRANSPORTATION (Check the one that applies)  |                        |                                   |
| <input type="checkbox"/> PRIVATE AUTO <input type="checkbox"/> PRIVATE AIR <input type="checkbox"/> COMMERCIAL AIR <input type="checkbox"/> OTHER (Specify)   |                        |                                   |
| 9. IF DRIVING, NUMBER OF MILES(one way)   |                        | 10. NUMBER OF DRIVERS             |
| 11. IMMEDIATE SUPERVISOR'S SIGNATURE  |                        |                                   |
| SIGNATURE _____   | DATE _____             | APPROVED/DISAPPROVED              |
| 12. SQUADRON COMMANDER'S SIGNATURE (required for 3 or 4 day passes)   |                        |                                   |
| SIGNATURE _____   | DATE _____             | APPROVED/DISAPPROVED              |
| <i>This form will be maintained in the Orderly Room Suspense File until the member returns. If the member fails to return to duty the member will be placed on leave status until they return for duty.</i> |                        |                                   |

**VANCE AFB FORM 10, 20010301 (IMT-V1) (5 FTS/CCA)**

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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).