Date (month day, year)

**MEMORANDUM**

To: Fire Chief

Via: Channels

From:

(Rank, Station/Assignment, Platoon)

Subject: Request for Off-Island Travel

Ref: Annual Leave Sick Leave RDO Other

(Sir or Ma'am), this is to respectfully request your consideration and approval for off-island travel for the purpose of      . If my request is approved, I will begin travel on       and will arrive back on Guam on      . Should there be a need for GFD to contact me while I am away, my address while off-island is      .

Emergency contact information:

Contact Person:

Contact Number:

Email Address:

Your kind consideration in this matter will be greatly appreciated.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

**FOR OFFICE USE ONLY**

Approved Disapproved Approved Disapproved Approved Disapproved

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District Commander Bureau Chief Fire Chief