

# ATRRS REQUEST FORM FOR FEDERAL EMPLOYEES

Updated 02 Oct 2023

Name (Last, First, MI)

Work Phone

Personal Phone

Military Rank

Primary MOS

Pay Grade

Pay Plan  
(GS/WG)

Occupational Series

Position Title

Type of Appointment

Work Email

Course Number

Course Title

Class Dates

Report Date

End Date

Alternative Class Dates

Supervisor Approval

Remarks/Special Requests

Forward completed form to HRO-HRDS