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U.S. Army Engineer Research and Development Center (ERDC)

**CORPS OF ENGINEERS FINANCIAL MANAGEMENT SYSTEM (CEFMS) USER DATA**

The proponent agency is CEERD-RM-S.

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**Authority** 5 U.S.C. 5701, 5702, and Executive Order 9397.

**Principal Purpose** Information is obtained to satisfy requirements for reviewing, approving, and accounting for official issuance of invitational travel orders.

**Routine Uses** Information is entered in CEFMS by Resource Management Directorate personnel in order for a travel order to be issued to a guest.

**Disclosure** Completion of this form Is voluntary; however, failure to provide the requested information may delay or preclude timely authonzat1on of the mv1tatIonal travel order.

1. User Type

☐ a. Outside agency government employee ☐ c. Contractor

☐ b. Expert/consultant. ☐ d. Military Service Branch: _____

| 2. Name | 3. US Citizen<br>☐ Yes ☐ No |
|---|---|
| 4. Title | 5. Home Address (*where you want your check sent* ) |
| 6. Work Phone and Cell Phone | 7. E-Mail Address |
| 8. Organization Code | 9. Daily Tour of Duty (*number of hours*) |

10. Comments

| 11a. Requestor's Name | b. Date | c. Requestor's Signature |
|---|---|---|
| | | |