

## TRAVEL SURVEY

(For Scheduling Attorney General's Honors Program Interviews: October 6 – 24, 2008)

### Instructions:

1. Complete this form immediately upon notification of selection for an Honors Program interview and submit by **both FAX and e-mail** to the DOJ Conference and Contract Section at:

**FAX to 202-307-0862 or 202-307-5851. Send to one fax number only.** Do not fax to both numbers. Fax one time only and check the fax confirmation to see if it was received. If so, do not send further fax copies (receipt of multiple copies causes confusion and will delay scheduling).

**E-MAIL to [HP.Interviews@usdoj.gov](mailto:HP.Interviews@usdoj.gov) SUBJECT: YOUR LAST NAME, First Name, M.I.**  
(For tracking purposes, the subject line should be your last name, a comma, then your first name and middle initial).

**It is critical that you submit by both fax and e-mail.**

2. Please read the Travel Memo ([www.usdoj.gov/oarm/arm/hp/hptvmemo.htm](http://www.usdoj.gov/oarm/arm/hp/hptvmemo.htm)) for detailed information regarding interviews and travel.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Please print clearly*

Social Security Number: \_\_\_\_\_ E-mail (Mandatory): \_\_\_\_\_  
*SSN is required for Government travel. See Privacy Act notice on page 2. Travel itineraries and interview schedules will be sent to you by e-mail, when possible.*

Current Address: (Street, city, state, zip) \_\_\_\_\_

Location You Want To Depart From (if different than address): \_\_\_\_\_

Telephone numbers: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_ (Cell) \_\_\_\_\_

Emergency contact: (Name & telephone) \_\_\_\_\_

Fax number where you can receive travel documents (Mandatory): \_\_\_\_\_  
*Please ensure that anyone who receives a fax on your behalf knows to contact you immediately if a DOJ fax arrives.*

***If*** you are traveling outside your normal commuting area, do you wish to travel using your personal vehicle (POV)?  YES  NO

Comment:  
\_\_\_\_\_  
\_\_\_\_\_

*[You must either be within a reasonable distance of your interview site or meet other Federal Travel Regulation requirements (e.g., costs less than commercial travel). The Department will not authorize an overnight stay at government expense based solely on use of POV for personal convenience.] If you are interviewing in both Washington, DC and in another city, please specify the interview(s) you want to drive to in the comment space above.*

**Your preferred airport:** \_\_\_\_\_ . Please list all reasonably accessible major airports. It is frequently less expensive to drive to a major airport, then embark, rather than to fly from smaller airports and change planes. List city and state (or foreign country) for airports. **Other accessible airports:** \_\_\_\_\_

**Preferred Interview Week:** Rank 1, 2, 3 : \_\_\_\_\_ Oct 6 - 10 \_\_\_\_\_ Oct 14 - 17 \_\_\_\_\_ Oct 20 - 24

**Preferred Interview Day:** Rank 1 - 5: \_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday  
 No interviews on Monday, October 13 due to Federal Holiday

**List all dates you are unavailable for interviews or travel. Once travel is booked, we CANNOT reschedule. I cannot travel or interview on:** \_\_\_\_\_

*Interviews will be scheduled in the order responses are received. The Department will consider your interview preferences but cannot guarantee that your preferences will be accommodated. We will not schedule you for travel or an interview on dates you list as "unavailable." Visit [www.usdoj.gov/oarm/arm/hp/hptvmemo.htm](http://www.usdoj.gov/oarm/arm/hp/hptvmemo.htm) for guidance on what to do in case an emergency that affects your interview arises prior to or during travel.*

**If you have a disability or special need that affects your travel or interview, please tell us what types of special services or reasonable accommodations you need in the space below:**

**Check the box if you were selected to interview by any of the following offices:**

United States Attorney's Offices		Bureau of Alcohol, Tobacco, Firearms & Explosives	
<input type="checkbox"/>	District of Arizona (Phoenix, AZ)	<input type="checkbox"/>	Boston Field Office (Boston, MA)
<input type="checkbox"/>	Southern District of California (San Diego, CA)	<input type="checkbox"/>	Tampa Field Office (Tampa, FL)
<input type="checkbox"/>	Central District of California (Los Angeles, CA)		
<input type="checkbox"/>	Middle District of Florida (Tampa, FL)		
<input type="checkbox"/>	Western District of Michigan (Grand Rapids, MI)		

**PRIVACY ACT STATEMENT** (This information is provided pursuant to the Privacy Act of 1974, 5 U.S.C. §552a(e)(3): This form requests personal information that is relevant and necessary to schedule your travel to Washington, DC, or other locations, for interview(s) with components participating in the Attorney General's Honors Program. The Office of Attorney Recruitment and Management (OARM) collects this information in order to prepare travel authorization forms and to schedule commercial travel. OARM has the authority to request this information pursuant to 5 U.S.C. §301, and 28 C.F.R. Part 0.15(b)(2). Because accepting an interview with the Department of Justice is a voluntary action, you are not required to provide any personal information. Failure to provide the information necessary to authorize and schedule commercial travel to and from your interview may result in forfeiting your interview and/or not being reimbursed for travel expenses you incur in the interview process.

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**FOR DOJ USE ONLY:**

Interviewing Component	Date	Time	Location