

TRAVEL SURVEY

(For Scheduling Attorney General's Honors Program Interviews: October 13 - 30, 2009)

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 HPInterviews@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) 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 13 - 16 _____ Oct 19 - 23 _____ Oct 26 - 30

Preferred Interview Day: Rank 1 - 5: _____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday

No interviews on Monday, October 12 due to Federal Holiday

