## 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 **FAX** to the DOJ Conference and Contract Section at **202-307-0862** or **202-307-5851**. **Send to one fax number only.** Do <u>not</u> 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).
- 2. Please read the Travel Memo (<a href="www.usdoj.gov/oarm/arm/hp/hptvmemo.htm">www.usdoj.gov/oarm/arm/hp/hptvmemo.htm</a>) for detailed information regarding interviews and travel.

Name:		Date:			
Please print clearly					
Social Security Number:	ocial 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 differ	rent 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 o	on your behalf knows to contact yo	u immediately if a DOJ fax arrives.			
(POV)? YES NO  Comment:  [You must either be within a reasonable distance of y less than commercial travel). The Department will no personal convenience.] If you are interviewing in b	ot authorize an overnight stay at govern	nment expense based solely on use of POV for			
want to drive to in the comment space above.		,, p			
Your preferred airport:		<del> </del>			
Please list all reasonably accessible major airports. I from smaller airports and change planes. List city and					
Other accessible airports:					
Preferred Interview Week: Rank 1, 2, 3:	Oct 13 - 16 Oct 19	Oct 26 - 30			
Preferred Interview Day: Rank 1 - 5:Mo	ndayTuesdayW	ednesdayThursdayFriday			
No interviews on Monday, October 12 due to Federal H	loliday ————————————————————————————————————				

you li		www.usdoj.gov/oarm	n/arm/hp/hptvmemo.i	e will not schedule you for travel or an interview on dates <a href="httm">httm</a> for guidance on what to do in case an emergency		
	ou have a disability or cial services or reaso			vel or interview, please tell us what types of n the space below:		
Spec	cial scrvides of reason		unons you need i	in the space below.		
Che	ck the box if you wer	e selected to inter	view by any of th	e following offices:		
Un	United States Attorney's Offices					
	District of Puerto Rico					
	Southern District of California (San Diego, CA)					
	Central District of Calif	ornia (Los Angeles, (	CA)			
perso comp this in inform volunt sched	nal information that is relev onents participating in the A formation in order to prepa- nation pursuant to 5 U.S.C. tary action, you are not requ	ant and necessary to so Attorney General's Hond re travel authorization fo §301, and 28 C.F.R. Pa Lired to provide any per d from your interview n	chedule your travel to Nors Program. The Office orms and to schedule cart 0.15(b)(2). Becausersonal information. Fai	ivacy Act of 1974, 5 U.S.C. §552a(e)(3): This form requests Washington, DC, or other locations, for interview(s) with ce of Attorney Recruitment and Management (OARM) collects commercial travel. OARM has the authority to request this e accepting an interview with the Department of Justice is a lure to provide the information necessary to authorize and your interview and/or not being reimbursed for travel expenses		
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FOR	DOJ USE ONLY:					
Inter	viewing Component	Date	Time	Location		

List <u>all</u> dates you are unavailable for interviews or travel. Once travel is booked, we CANNOT reschedule.

Interviews will be scheduled in the order responses are received. The Department will consider your interview preferences

I cannot travel or interview on: