

**APPOINTMENT SLIP**

For use of this form, see DA Pam 600-8

GRADE AND NAME:

DATE:

UNIT:

has an appointment with \_\_\_\_\_  
(Name, Location, Bldg. No., Date, and Time)

REASON FOR APPOINTMENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF 1SG/CDR OR SUPERVISOR

TIME LEFT UNIT:

TIME ARRIVED AT APPOINTMENT:

TIME LEFT APPOINTMENT:

TIME ARRIVED AT UNIT:

\_\_\_\_\_  
SIGNATURE OF SUPERVISOR AT APPOINTMENT SITE

**THIS SLIP MUST BE RETURNED TO ORIGINATOR**