ADT-AT Request Instructions (rev. 20FEB19)
Reference (a): Personnel and Pay Procedures Manual, PPCINST M1000.2B, ch. 12.C

Member discusses ADT-AT dates that support assigned competencies, C-School ETR submission, and currencies with reserve and active duty supervisors. Are there other members conducting ADT-AT at the same time? Every effort should be made to berth members together that are conducting ADT simultaneously.

Member requests ADT-AT in Direct Access 90 days in advance of the start date of the orders, in accordance with the timeline outlined in ref (a).

Member sends an email to active duty supervisor/SERA requesting for the ADT-AT Direct Access request(s) to be approved, in accordance with the timeline outlined in ref (a). Members conducting non-consecutive ADT-AT are to provide information on all ADT-AT to be conducted. The following information should also be included in the body of the email:
- ☐ Member Name:
- ☐ Department ID:
- ☐ ADT Dates Requested:
- ☐ Training Description: (what will be accomplished as it relates to assigned competencies and currencies. OJT should not be within the description.)
- ☐ Location: (where ADT is to be conducted.)
- ☐ Berthing: (select ONE from below)
    - ☐ Live Locally; no berthing needed
    - ☐ Berthing at the Station
    - ☐ Berthing Needed (copy Mr. Cavaletto on the email sent to active duty supervisor ONLY if you are assigned to a position in Atlantic Beach, i.e. STA For Macon or SFO Fort Macon.) Notate member to be berthed with if conducting ADT-AT at the same time. Member to be berthed with: _____.

Supervisor/SERA waits for a response from Mr. Cavaletto, if required. The supervisor/ SERA then approves the ADT-AT request in Direct Access by changing the "Approval Type" to "Recommend Order" and entering member's assigned Admin. The supervisor forwards member's email with the above required information to the member's assigned admin to make notification there are orders to be processed.
Note: Direct Access will not notify Admin, so notification is necessary.

Members will receive a mailed and emailed (CG and personal email; password will be the member's EMPLID) copy of their orders, in accordance with the timeline outlined in ref (a). Prior to departure, members need to verify their credit card limit has been increased. Upon reporting for ADT-AT, members are to complete a BAH/Housing Worksheet (CG-2025) and email the form, along with notification of arrival member assigned admin. This includes those attending a C-School.