

BDS TEMPORARY ABSENCE PROFORMA

BDS 970
(Revised Dec 2019)

[CLICK HERE TO DOWNLOAD FORM TO YOUR DESKTOP BEFORE COMPLETING](#)

SERVICE NO	RANK	LAST NAME & INITS		
DEPT, SECTION OR UNIT		MARITAL STATUS		ACCOMMODATION TYPE
TYPE OF ABSENCE:		TITLE:		
FROM:		TO:		LOCATION:
ARE YOU GOING TO BE SUBMITTING A JPA EXPENSE CLAIM ON RETURN?				
SIGNATURE		DATE		CELL PHONE

TO BE COMPLETED BY BDS HR STAFF ON DEPARTURE

INSERT SEPARATED SERVICE CATEGORY CODE:	
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DETAILS	DATE	REMARKS
Move and Track on JPA		
Start Temp LSA / GYH (T) / HTD		(Make note of any Perm All Mileage)
Start Field Condition		(If applicable)
Start Food Charge		(If applicable)
Start Attaché		(If applicable)
LOS 12		(If applicable)

TO BE COMPLETED BY BDS HR STAFF ON RETURN

DETAILS	DATE	REMARKS
Move and Track on JPA		(Return to permanent All location)
Stop Temp LSA / GYH (T) / HTD		
Start Perm LSA / GYH (T) / HTD		(If applicable)
Stop Field Condition		(if applicable)
Stop Food Charge		(if applicable)
Competency on JPA		(for all Courses and Trg Quals)
LOS 12		(If applicable)

BDS HR NAME: _____ **SIGN:** _____ **DATE:** _____

Notes:

- I. This form must be submitted to the BDS HR Staff 1 week before you depart the duty station.
- II. All supporting documents and Admin instruction must be attached.
- III. Attached nominal role for group booking out.
- IV. Failure to submit this proforma may delay any allowance you may entitled to and any JPA claim submitted will automatically be picked up for audit.
- V. This proforma and all evidence must be retained on the temporary absence folder held at the BDS HR office for 2 years.