

# STAFF-IN-CONFIDENCE *(After first entry)*

AD 290  
Revised Jun 2007

Department of Defence

## Application for Approval of ADF Nominated Family for Leave Travel

- [PACMAN Volume 2, Chapter 9, Part 4](#) refers

### Part A - Member's details

Employee ID	Service number <i>(if applicable)</i>	Rank	Family name
Given name(s)		Telephone number	Alternative telephone number
Email address			Effective date

### Part B - Nominated person

Full name	Relationship to member <i>(Supporting documentation, which demonstrates applicants relationship to the nominated person, is to be provided)</i>
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### Part C - Leave travel address

Nominated person's usual residential address			Telephone number
			Alternative telephone number
State	Postcode	Country	

### Part D - Reason for request

Member's signature	Printed name	Rank	Date

### Part E - Approving authority and/or delegate

Supporting documents sighted Yes <input type="checkbox"/> No <input type="checkbox"/>			
Signature		Printed name	Employee ID
Rank	Appointment		Date

### Part F - Entered into PMKeyS

Employee ID of actioning officer	Signature	Date	Action complete
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