RESET

# Base NCR (pp) Request for Administrative Services

**Employee ID:** _____
**Rank/Grade:** _____
**First Name:** _____
**Last Name:** _____

Internal Use Only:
(Entered into Tracker)
Ticket#_____

## What is the issue?

***Please check all that apply:***

- ☐ **Appointment Request**
- ☐ **Dependency Changes/Updates**
- ☐ **Discipline Actions**
- ☐ **GTCC - Gov Credit Card**
- ☐ **ESO/Training Officer Services**
- ☐ **Travel Claim**
- ☐ **Orders - Transfers (PCS)**
- ☐ **Orders - (TDY)**
- ☐ **Award Submissions**
- ☐ **Military Funeral Honors**
- ☐ **Reserve Unique Transactions**
- ☐ **Mass Transit/Parking**
- ☐ **Pay Issues/Changes**
- ☐ **PDR Updates**
- ☐ **HHG-House Hold Goods**
- ☐ **Separations**
- ☐ **General Assistance**

## Provide a brief description below of requested action

**Date:** _____
**Customer Signature:** _____
**YN Signature:** _____

**Attachments**

No *See note below*

**Add Attachments**

**NOTE: The "submit" button will open an e-mail pop-up with this cover sheet attached - Please ensure to *ADD* any additional attachments to the e-mail.**

**Privacy Act Statement:** In accordance with 5 USC Section 552a(e)(3), the following is provided when supplying personal information to the U.S. Coast Guard; used to indicate a member's request for personnel, pay or benefits actions/request; Disclosure of this information by the employee/requestor is voluntary, but without disclosure may impede action to correct records; members/employees may use other official forms issued by DOD/DHS/USCG to request all actions listed above.

**Password Protect File if Applicable**

***** Click Here - Email form to BASE NCR (PP) *****