

COMMANDO INN – RESERVATIONS REQUEST FORM

Reservation Taken By			Date			Time		
PURPOSE OF VISIT (Be Specific)								
	TDY	<i>(Organization Visiting, Conference, Meeting, etc.)</i>				PCSA/IN	<i>(Gaining Organization at Hurlburt)</i>	
	STUDENT	<i>(Course Attending)</i>				PCSA/OUT	<i>(Gaining Organization and Next Base)</i>	
	RESERVE	<i>(Reserve/IMA Duty; Supporting What Organization, etc.)</i>				PCSU/IN	<i>(Gaining Organization at Hurlburt)</i>	
	P-TDY	<i>(Permissive TDY & For What Purpose)</i>				PCSU/OUT	<i>(Gaining Organization and Next Base)</i>	
	SPACE-A	<i>(Specify & Determine Guest Status)</i>				OTHER		
Arrival / Check-In Date			Departure / Check-Out Date			Number of Nights		Arrival Time
Branch of Service	Pay Grade	Rank / Title	Last Name			First Name, Middle Initial		
Male/Female	Number of Persons	Children's Ages			Room Type		Distinguished Visitor	
Special Services / Quarters Requested								
Organization / Affiliation					Address			
Installation / City					State		Zip Code	
Contact Rank / Name					DSN Phone		Commercial Phone	
Email Address					DSN Fax		Commercial Fax	
Credit Card (Visa/MasterCard)		Credit Card Number			Expiration Date		Cardholder Name	
Comments / Remarks								
ACTIONS COMPLETED BY RESERVATIONS STAFF								
Reservation Number		Type Quarters Confirmed			Date / Time Completed		Completed By	