

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.

Exception to SF 1012 approved by GSA/IRMS 12-91.  
Adobe Designer 8.0

Ensure this is signed by the traveler.

Ensure all the information in the 1351-2 is filled out completely and matches what is entered in DTS. Approving Officials cannot and will not approve anything that does not reflect the 1351-2. IT MUST be signed by the traveler.