

**AUTHORIZATION AND CERTIFICATION FOR SUBSTITUTE UNIT TRAINING ASSEMBLY (SUTA)**

**SECTION I - GENERAL INFORMATION**

1. DATE OF REQUEST

2. ORGANIZATION

3. LOCATION OF TRAINING

4. NAME, SSN, RANK OF SERVICE MEMBER PERFORMING DUTY (Please use one form per Service Member)

5. DATES OF DUTY TO BE PERFORMED

6. DRILL DATES

7. TYPE OF DUTY TO BE PERFORMED

**SUTA BEFORE THE DRILL**

**SUTA AFTER THE DRILL**

**PRESENT AT ALTERNATE LOCATION**

**AUTHORIZED ABSENCE**

**SECTION II - AUTHORIZATION**

8. AUTHORIZATION FOR DUTY/EXERCISE

9a. NAME, RANK, TITLE OF AUTHORIZING OFFICIAL

9b. SIGNATURE

9c. DATE

**SECTION III - CERTIFICATION**

10. The Service Member in block 4 above performed the directed/authorized training prescribed above

11a. NAME, RANK, TITLE OF VERIFYING OFFICIAL

11b. SIGNATURE

11c. DATE