



# COVER SHEET

**OVERSEAS POSTING ADF LEAVE ADMINISTRATION ONLY**

**ALL SERVICE REQUESTS ARE TO BE FAXED TO:**

**MPAC-DS OAT Fax Server: +61 2 6127 8809**

*Please ensure all source documentation is completed and approved prior to sending.*

*MPAC-DS are **not** the administering unit for Overseas Pay related transactions/enquiries, AD150s and Travel, please contact your respective Case Manager at OAT PAC-M for further details.*

*Please Provide Point of Contact Details Below:*

From:	
Address	
Telephone:	Fax:
Email	

Reference/ I-ENT Number:	Date	No Of Pages
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**Subject**  
OAT Activity Log and Leave Administration for processing in PMKeyS

**Originator Action**  
*Source Documentation is attached for the following personnel along with any supporting documentation required:*  
***For Activity Log processing in PMKeyS Only please specify "Multi" in Member's Name Section.***

Employee ID	Members Name	Form Type

**Further Comments:**