

**REQUEST FOR ORDERS**

(Read Privacy Act Statement on page 5 before completing form)

**PART A - Type of Travel**

- PCS (Reassignment - outgoing)
- PCS (Reassignment - incoming)
- PCS (New Hire - incoming)
- PCS (RIF, Base Closure, Unit Deactivation)
- PCS (Emergency Leave)
- Student Education (See Note 1)
- Renewal Agreement Travel (See Notes 2-8)
- Advance Return of Family Mbrs (See Note 10)
- HHG and/or POV Shipment (See Notes 9&10)
- Environmental and Morale Leave
- Other (Please Specify) \_\_\_\_\_

**PART B - Sponsor's Information**

Name (Last/First/MI): \_\_\_\_\_ SSN: \_\_\_\_\_

Position Title: \_\_\_\_\_ Current Pay Plan/Series/Grade: \_\_\_\_\_

Current Organization/Address: \_\_\_\_\_ GTC holder: Yes  No

Duty Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Place of: Hire/Home of Record (include City and State & Zip code): \_\_\_\_\_

Destination: \_\_\_\_\_ Alternate Destination(s) (See Note 4): \_\_\_\_\_

Employee's Dates of Travel Depart: \_\_\_\_\_ Return: \_\_\_\_\_

Date Overseas Tour Start: \_\_\_\_\_ Date Overseas Tour Expired: \_\_\_\_\_

**PART C - Family Member(s) Information**

**FAMILY MEMBER TRAVEL:**

Concurrent

Early Return (travel date): \_\_\_\_\_

Delayed (travel date): \_\_\_\_\_

HHG will be shipping with dependents Yes  No

**FOR STUDENT EDUCATION TRAVEL ONLY:**

Student Travel:  One Way  Round Trip

Originating in:  CONUS  Overseas

Current enrollment period : \_\_\_\_\_

Fill out "PART E" for requesting UB shipment (page 2)

**FOR FAMILY MEMBER TRAVEL AND STUDENT EDUCATION TRAVEL:**

Travel from (City & State of Residence): \_\_\_\_\_ to (City & State of Residence): \_\_\_\_\_

Family Member Name(s) (Last, First, MI)	Relationship	SSN	Birth Date (See Note 6)	Passport Number	Travel Dates (Depart/Return) (See Note 5)

**PART D - PCS Information**

**FOR PCS TRAVELERS ONLY:**

Gaining Organization Name: \_\_\_\_\_

Gaining Organization Address (include Zip Code): \_\_\_\_\_

Gaining Activity - provide the address to where the employee should submit this claim for final disbursement

Reporting date: \_\_\_\_\_ New Position Title, Series, & Grade: \_\_\_\_\_

Employee's Forwarding Address (include Zip Code): \_\_\_\_\_

**PART E - Other Shipment Information**

Shipment of Household goods (HHG): Yes  No

Shipping HHG from (City & State of Residence): \_\_\_\_\_ to (City & State of Residence): \_\_\_\_\_

Estimated pounds of HHG (Household Goods ): \_\_\_\_\_ lbs. Estimated pounds of Unaccompanied Baggage: \_\_\_\_\_ lbs.

Estimated pounds of Professional book, Papers & Equip. (PBP&E) \_\_\_\_\_ lbs.

\*\*\* If the PBP&E may cause an excess weight condition, as determined before transportation, itemized list has to be provided and approved before shipment occurs.\*\*\*

**FOR EMPLOYEE WHO STORED NTS (Non-Temporary Storage) IN CONUS**

\*\* \*Please provide a copy of DD Form 1299 or DD Form 1164 \*\* \*

NTS Available: Yes  No  Estimated Weight: \_\_\_\_\_ lbs.

Address of the transportation office with which you arranged NTS:

Location of NTS: \_\_\_\_\_ Shipment of HHG from Non-Temporary Storage (NTS): Yes  No

Shipping NTS from (City & State of Residence): \_\_\_\_\_ to (City & State of Residence): \_\_\_\_\_

**PART F - Mode of Travel**

**Government.** Employee must report to TMO to make travel arrangements and to schedule shipment of household goods, unaccompanied baggage, POV and pet shipments. Failure to respond will result in forfeiture of Government Travel entitlements for employee and family members.

**Commercial.** Reimbursement is limited up to the current official government rate and only when ticket(s) are purchased from the following sources and under conditions stated below:

- a. The Contract Ticket Office (CTO)
- b. When the services of the CTO are not available, then ticketing arrangements may be secured from a branch office or general agent of an American flag carrier. Traveler must demonstrate, in writing, to the servicing finance office that the services of the CTO were not available.
- c. When the services of the CTO are not available and ticketing arrangements cannot be secured from a branch office or general agent of an American flag carrier, the use of travel agents not under contract of the U.S. Government is authorized. Traveler must demonstrate, in writing, to the servicing finance office that the services of the CTO were not reasonably available and the ticketing arrangements could not be secured from a branch office or general agent of an American flag carrier.

**PART G - Employee Certification and Supervisor Approval**

\* The supervisor's signature block does not apply to incoming PCS Travel Requests.

Employee Certification: I certify that the information provided in this request is correct and complete to the best of my knowledge:

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

(Supervisor's Printed Name & Signature)

(Branch Head's Printed Name & Signature for Renewal Agreement, Education & PCS Outgoing Travel)

**PART H - CHRO Certification (CHRO Personnel Only)**

**PCS Incoming only:**

Transportation Agreement date signed (need copy of DD Form 1617): \_\_\_\_\_

**PCS Outgoing only: (Auth expenses, gaining activities fund data)**

TQSE (Temporary Quarters Subsistence Expense) Auth: Yes  No

Actual Expenses,  Fixed, Number of days Auth: \_\_\_\_\_ days

LOA: \_\_\_\_\_ Cost: \_\_\_\_\_

RITA (Relocation Income Tax Allowance) Auth: Yes  No

LOA: \_\_\_\_\_ Cost: \_\_\_\_\_

Misc Expenses Auth: Yes  No

LOA: \_\_\_\_\_ Cost: \_\_\_\_\_

Remarks: (Name of POC):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specialist's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Household Goods (HHG) authorized: \_\_\_\_\_ 18,000 lbs per employee

Unaccompanied Baggage authorized: \_\_\_\_\_ lbs (350 lbs each adult, 175 lbs each child 12 & below)  
(The total amount of unaccompanied baggage transported by air must not exceed 1,000 lbs net weight)

Non-Temporary Storage limitation/authorized: \_\_\_\_\_ lbs (Combined shipment and storage cannot exceed 18,000 lbs)

PCS'd to Okinawa on \_\_\_\_\_

Travel Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**PART I - Fund Certification (Budget Execution Activity Use Only)**

Travel Order Number (TON): \_\_\_\_\_

LOA: AA17 \_\_\_\_\_ 1106.BSS1 210 67400 067443 2D \_\_\_\_\_ M47400 \_\_\_\_\_

Per Diem: \_\_\_\_\_ Misc: \_\_\_\_\_ Travel: \_\_\_\_\_

SDN for Household Goods (HHG): \_\_\_\_\_

LOA: AA17 \_\_\_\_\_ 1106.BSS1 220 67400 067443 2D M20230 \_\_\_\_\_ HR \_\_\_\_\_

Amount: \_\_\_\_\_ TAC # \_\_\_\_\_

**PCS Incoming only:**

SDN: Non-Temporary Storage (NTS): \_\_\_\_\_

LOA: AA17 \_\_\_\_\_ 1106.BSS1 250 67400 067443 2D M20230 \_\_\_\_\_ HR \_\_\_\_\_

Amount: \_\_\_\_\_ TAC # \_\_\_\_\_

Budget Execution Activity Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes To Request For Travel Orders**

**Note 1: Student Travel:** Must be on current transportation agreement. You must be eligible for a Living Quarters Allowance (LQA) or Government owned or operated quarters to request student travel orders. Current documentation showing the student is enrolled full-time must be attached to the request for orders. Student travel may be authorized to travel to a foreign institution provided the foreign studies are sponsored by an institution in the U.S. Travel is authorized from the school to the PDS or PDS to school.

**Note 2: Renewal Agreement Travel Noncumulative:** RAT entitlement is for use between consecutive periods of continuous overseas employment and may be performed between the date of completion of one agreement and before serving another tour of duty pursuant to a written agreement. Entitlement to renewal agreement travel is not cumulative from one period of service to another if not used. RAT must be performed during your window of eligibility as indicated below:

- a. Initial tour (normally 36 mo.): Initial tour has a 18 month window to perform RAT. The window is 6 months prior to initial tour completion and not later than 12 months before completion of tour provided the employee has agreed to a renewal agreement tour (normally 24 mo.). In no instance will RAT be authorized if you have less than 12 months remaining on a tour.
- b. Renewal tour (normally 24 mo.): Renewal tour has a 14 month window to perform RAT. The window is 2 months prior to completion of the renewal tour and not later than 12 months before completion of tour provided the employee has agreed to another renewal agreement tour (normally 24 mo.). In no instance will RAT be authorized if you have less than 12 months remaining on a tour.

**Note 3: Leave Status during Absences from Duty:** You must have approved leave prior to requesting RAT orders. You may be entitled to use home leave or be in a leave with or without pay status. You will be authorized leave-free travel from the date you start travel to the U.S. and on the date you start your return travel to the OCONUS permanent duty station. Your round trip flight itinerary must accompany your request for RAT orders. A copy of your approved leave request SF 71 must be attached to this request if requesting RAT.

**Note 4: Alternate Point Destination:** To be entitled to RAT, employee whose actual residence is in the U.S. must spend majority of the RAT time in the U.S., its territories or possessions. The employee and family members are authorized to perform RAT to a destination (other than the employee's actual residence) in the U.S. or the country of the employee's actual residence. The alternate destination must be determined in advance of travel and stated in the travel order. RAT reimbursement to an alternate destination shall not exceed the amount allowed from the OCONUS permanent duty station to the actual residence in the U.S. and return to the OCONUS permanent duty station. Excess costs to an alternate destination will be the responsibility of the employee. Please fill out the Cost Comparison and Repayment Agreement Form if you travel to an Alternate Destination.

## Notes To Request For Travel Orders (Continued)

**Note 5: Travel in Family Unit Not Required:** You may travel alone or be accompanied by family members. Family members may travel unaccompanied but cannot perform round trip travel under renewal agreement authority if you do not perform authorized renewal agreement travel. Unaccompanied family members will not be allowed delayed use of renewal agreement authority beyond 6 months after the date you begin such travel.

**Note 6: Children Over 21 Years of Age:** If a dependent child reaches his/her 21st birthday while you are assigned to a duty station overseas, such former child is entitled to return transportation to your place of actual residence in CONUS provided his/her last travel was at Government expense as the employee family member. Travel must be performed when you are performing PCS travel to CONUS, separation travel or renewal agreement travel. Failure to do so will forfeit the right of travel at Government expense of the child. Travel will not be authorized once the child reaches his/her 23rd birthday, you may consider returning child under early return of family member if not performing travel before the child reaches 23 years of age.

**Note 7: Household Goods (HHG) Shipment and Transportation of Baggage:** In accordance with JTR 5646, the maximum weight of HHG that may be transported and/or stored is 18,000 lbs. net weight. The employee is responsible for all excess costs if the total weight exceeds 18,000 lbs. Any excess cost for shipping to an alternate destination in lieu of actual residence or new duty station will be at employee's expense. JTR 3110. Unaccompanied baggage is a part of the HHG 18,000 lbs. entitlement. It is limited to: 350 pounds per adult and 175 pounds per child age 12 and below, the total amount of unaccompanied baggage transported by air (or any expedited mode) must not exceed 1,000 lbs. net weight. JTR 5666 Temporary storage of goods authorized for 90 days while in transit to final destination. JTR 5660 Non-temporary Storage (NTS) of HHG goods authorized in the United States. Total weight of HHG goods shipped to Okinawa and stored in the United States cannot exceed 18,000 lbs. JTR 3100 Accompanied baggage. When travel is performed over ocean travelers should check with individual transportation carriers, prior to travel, about limitations of baggage weight, and/or size, and/or number of bags allowed. Excess Accompanied Baggage, JTR 3105/Appendix G, The traveler should be prepared to pay. If the baggage moves as accompanied, the authorized amount will be considered as gross weight. If it is shipped as unaccompanied baggage, the authorized amount will be considered as net weight. Shipment of HHG at Government expense as baggage is prohibited in connection with RAT. Baggage allowance will be limited to personal clothing and articles necessary for the trip.

### **Note 8: Renewal Agreement Travel Limitations:**

- a. Household Goods (HHG): There is no entitlement to ship HHG in connection with RAT. However, the signing of a renewal agreement in connection with RAT can be the basis for reestablishing expired entitlement for transportation of HHG and family members to extend of prior authorization that was unused.
- b. Unaccompanied Family Members: Travel entitlements for unaccompanied family members (see note 3 above).
- c. Duplicate eligibility. Duplicate transportation will not be authorized for persons who may be separately eligible of RAT as an employee and as a family member.

### **Note 9: Return of Family Members and HHG Prior to Return of Employee:**

1. Transportation for the return of family members and HHG prior to your return may be authorized when it is determined by the overseas command concerned the best interests of the Government will be serviced by the return of the family member(s) for compelling personal reason of a humanitarian or compassionate nature such as physical or mental health, death of any member of the immediate family, or obligations imposed by authority or circumstances over which the employee has no control. You must attach a copy of the commander's approval for early return of family member(s) or a command directed early return of family members.
2. If the early return of family members and/or HHG is prior to you attaining eligibility for other than the reason stated in paragraph 1a or b above, then transportation of family members and HHG will be at the employee's expense. When eligibility is earned for return transportation at Government expense, reimbursement for the proper expense of the transportation, not to exceed the cost for transportation of the family member(s) and HHG by the most economical route from the overseas post of duty to the place of actual residence. Paid receipt for expenses incurred will be required with the claim along with orders. Orders will not be published until attaining eligibility. If no early return of family member is involved and just shipment of HHG, then reimbursement will not be authorized until such time official orders are issued for employee's PCS or separation travel and will be limited to the cost at the time of actual return travel. Paid receipts will be required for reimbursement.
3. POV shipment or POV storage is not authorized in conjunction with early return of family member(s) and/or HHG.

*[References]: Joint Travel Regulations (JTR) and Department of State Standardized Regulation (DSSR)*

## PRIVACY ACT STATEMENT

*In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.*

**AUTHORITY:** 5 U.S.C. § 1302, 2951, 3301, 3372, 4118, 8347, and Executive Orders 9397, 9830, and 12107

**PRINCIPAL PURPOSE(S):** Used as authority to issue transportation documents and as a supporting authorization for cash payment of travel and transportation allowances for U.S. Civilian employees and family members.

**ROUTINE USE(S):** To various officials outside the Department of Defense (DoD) specifically identified as a Routine Use in Privacy Act System of Records Notice the Office of Personnel Management (OPM) for the stated specific purpose of that Routine Use. Additionally, information may be shared outside the DoD pursuant to the blanket routine uses established by the Department of Defense Privacy Office that apply to all DoD Privacy Act Systems of Records and posted at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

**DISCLOSURE:** Providing information on this form is voluntary. If the individual does not complete necessary data fields, it may cause delay in the process of your request.