

# REQUEST FOR ORDERS

(Revision as of 07/25/12)

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Select the type of travel on Part A before filling out the form:

## Part A-Type of Travel

- PCS IN and Out (current federal, reinstatement eligibles, and first-time federal employees): **Complete Parts B, C, D, E, F**
- Early Return of Family Members: **Complete Parts B, D, E (See Notes 13)**
- Shipment of HHG and/or POV, in conjunction with unused portion of initial PCS orders or amendment thereto: **Complete Parts B, E, (F) (See Notes 8-13)**
- Renewal Agreement Travel: **Complete Parts B, D, (E) (See Notes 1-10)**
- Student Travel: **Complete Parts B, G (See Notes 2 and 3)**

**Please submit the completed request to HRO on below time frames in order to release your travel orders on time.**

- PCS ORDERS: **45 calendar days** prior to departure date.
- RAT, Student Travel & FEML: **30 calendar days** prior to departure date.

## Part B-Employee's Information

Name (Last, First, M): \_\_\_\_\_ SSN: \_\_\_\_\_  
(last four only)

Current Title: \_\_\_\_\_ Grade: \_\_\_\_\_

Current Organization: \_\_\_\_\_ Location: \_\_\_\_\_

Retirement Code: \_\_\_\_\_ Home of Record: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Work phone: \_\_\_\_\_

Initial Tour begin: \_\_\_\_\_ Tour End: \_\_\_\_\_

## Part C – PCS IN/OUT information

Gaining Organization (Command, Location): \_\_\_\_\_

Gaining POC (Name& Email address): \_\_\_\_\_

Losing POC (Name& Email address): \_\_\_\_\_

Reporting Date: \_\_\_\_\_

New Position Title/Series/Grade: \_\_\_\_\_

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**Part D-Traveler's information**

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

Days Authorized Leave: \_\_\_\_\_

Alternate Destination/Origin: \_\_\_\_\_

Family Member Travel:  Concurrent  Delayed  Early Return

Alternate Destination/Origin: \_\_\_\_\_

**\* For RAT request, please attach a copy of approved leave request (SF-71) and completed SF-1190**

Please provide dependents information below: (See notes 1-2)

Name (Last, First, M)	Passport Number	DOB (YYYYMMDD)	Relationship	Depart/Return (YYYYMMDD)

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**Part E – HHG Shipment Information**

**(For PCS in/out) Request for shipment of House Hold Good (HHG):**  Yes  No

Ship HHG from: \_\_\_\_\_ to: \_\_\_\_\_  
(City / State) (City / State)

Estimate the number of rooms for shipment of HHG: \_\_\_\_\_ rooms

**(For RAT or PCS between OCONUS)**

Shipment of HHG **from** Non Temporary Storage (NTS):  Yes  No

Ship HHG from NTS: \_\_\_\_\_ to: \_\_\_\_\_  
(City / State) (City / State)

**(For PCS in from CONUS or between OCONUS)**

Shipment of HHG **to** Non Temporary Storage (NTS):  Yes  No

Ship HHG from: \_\_\_\_\_  
(City / State)

\* Please indicate the NTS location if you already have: \_\_\_\_\_  
(City / State)

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**Part F- Request for Special Authorization**

**Request for shipment of Private Owned Vehicle (POV):**  Yes  No  Not applicable

**\* Note:** POV shipments are subject to embargo or waiver requirements for the following duty locations: Yokosuka, Atsugi, Yokota, Sasebo, Misawa, Okinawa, and Iwakuni. POV shipment not authorized in Singapore and Diego Garcia. If request is approve see note 11.

POV Description: \_\_\_\_\_  
 (Year Model Make)

**Lease Penalty Expense (apartment/condominium):**  Yes  No  Not applicable

**\*Note:** If request is approve, see note 12.

**Part G - Information for Student Travel**

Student's Name (Last, First, M)	Passport Number	DOB (YYYYMMDD)	Relationship
Travel from:	to:	departure date:	
Travel from:	to:	departure date:	
Request for U/B (Unaccompanied Baggage): <input type="checkbox"/> <b>Yes</b> ( <input type="checkbox"/> Shipment <input type="checkbox"/> Storage) <input type="checkbox"/> <b>No</b>			
Ship U/B from:	to:		
Student's Name (Last, First, M)	Passport Number	DOB (YYYYMMDD)	Relationship
Travel from:	to:	departure date:	
Travel from:	to:	departure date:	
Request for U/B (Unaccompanied Baggage): <input type="checkbox"/> <b>Yes</b> ( <input type="checkbox"/> Shipment <input type="checkbox"/> Storage) <input type="checkbox"/> <b>No</b>			
Ship U/B from:	to:		

**\*Please attach documentation from school's registration office certifying full-time student enrollment for the term which travel is being requested (See note 3).**

**Employee Certification**

- a. I certify that the information provided in this request is correct.
- b. I certify that the family member(s) listed at Part D Family Member(s) Information is a member of my household at the time I report for duty at the new duty station and that they meet the definition of dependent as described in the JTR, Volume 2 (See note 1).

\_\_\_\_\_  
 (Employee's Signature)

\_\_\_\_\_  
 (Date)

From: \_\_\_\_\_  
 (Employee's name)

To: Supervisor  
 Comptroller  
 Commanding Officer/Admin Officer

**Please select the appropriate box for authorizing discretionary relocation allowances:**

- 1) LEASE PENALTY EXPENSE:  Approve  Disapprove  Not applicable  
 2) POV SHIPMENT:  Approve  Disapprove  Not applicable

\_\_\_\_\_  
 a. Immediate Supervisor (Print Name) (Signature) (Date)

\_\_\_\_\_  
 b. Comptroller (Print Name) (Signature) (Date)

\_\_\_\_\_  
 c. Commanding Officer or (Print Name) (Signature) (Date)  
 Admin Officer

**Fund Certification:**

	Comptroller Fund Cite	Estimated Cost
TVL/PD	Document Number:	\$
PD		\$
HHG/UB	Document Number:	\$
POV		\$
NTS	Document Number:	\$
MISC	(Except traveling to CONUS or New appointee)	\$
FTA	(N/A for Guam or travelling to CONUS) Document Number:	\$
TQSA	(N/A for Guam or travelling to CONUS) Document Number:	\$
SAL ADV	(N/A for Guam or travelling to CONUS) Document Number:	\$
TQSE	(for Guam activities only)	\$
<b>TOTAL</b>		<b>\$</b>

TAC#: \_\_\_\_\_ CIC: \_\_\_\_\_ ORDER No: \_\_\_\_\_

## NOTES TO REQUEST FOR TRAVEL ORDERS

**Note 1: Definition of Dependent:** Per JTR Appendix A1, any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

- a. Employee's spouse
- b. Employee's domestic partner, an adult in a domestic partnership with an employee of the same-sex. The relationship between partner and sponsor must conform to the definition of "domestic partnership" in the JTR.
- c. Children of the employee, of the employee's spouse, or of the employee's domestic partner who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self support.
- d. Dependent parents (including step-and legally adoptive parents) of the employee, of the employee's spouse, or of the employee's domestic partner; and
- e. Dependent brothers and sisters (including step-and legally adoptive brothers and sisters) of the employee, of the employee's spouse, or of the employee's domestic partner who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

**Note 2: 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 23 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 3: Student Travel:** 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**. Documentation is required each time student education travel is requested. Student is authorized to ship 350 lbs. net weight of unaccompanied baggage or UB storage at school's vicinity. Education travel to an employee's post shall not be authorized for the child when the responsible Government Agency anticipates the employee's transfer to US or his/her travel for home leave within 30 days of the scheduled date of the child's departure for post.

**Note 4: 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 an 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 5: Leave Status during Absences from Duty:** You must have approved leave from your supervisor prior to taking RAT. You may be entitled to use home leave, or leave-free travel time (use limited to 1 time per tour), or may be in a leave with or without pay status. A copy of your approved leave request SF 71 must be attached to this request if requesting Renewal Agreement Travel.

**Note 6: Alternate Point Destination:** RAT may be performed to a location in the 50 states and District of Columbia (DC), the Commonwealths of Puerto Rico and the Northern Mariana Island, a U.S. territory or possession, or another country in which the place of actual residence is located other than the location of the place of actual residence; however, an employee whose actual residence is in the 50 states and the DC must spend a substantial amount (i.e., majority) of time in the 50 states and DC, the Commonwealths of Puerto Rico and the Northern Mariana Island, a U.S. territory or possession incident to RAT to be entitled to the allowance authorized. The amount allowed for travel and transportation expenses when travel is to an alternate location shall not exceed the amount which would have been allowed for travel over a usually traveled route from the permanent duty station to the place of actual residence and for return to the same or different PDS outside CONUS as the case may be.

**Note 7: Travel in Family Unit Not Required:** Per JTR Vol.II C5518, an employee may travel alone or with dependents. Dependents may travel unaccompanied, but cannot perform round trip travel under renewal agreement authority if the employee does not perform authorized RAT. Unaccompanied dependents must not be allowed delayed use of renewal agreement authority (i.e., start RAT) beyond 6 months after the date the employee begins travel, except for teachers.

**Note 8: Transportation of Baggage:** The maximum baggage allowance that may be authorized at Government expense for you and family members returning to place of actual residence for the purpose of taking RAT will not exceed 350 lbs. for each eligible adult and 1751bs. for each family member under 12 years of age when travel is performed by ship. When travel is performed over ocean by air the maximum baggage weight allowance that may be authorized at Government expense will not exceed 100 lbs. per person (excluding free checkable baggage) 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 9: 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 7 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 members.

**Note 10: Replacement of POV shipment:**

- a. General. When a POV, transported at Government expense to an OCONUS area or to Hawaii for a traveler assigned to Johnston Island, is no longer adequate for the traveler's transportation needs, the Secretarial Process may authorize transportation of a replacement POV. Such replacement may be authorized when the conditions in pars. JTR C5232-B or C5232-C is met.
- b. Emergency Replacement. Emergency POV replacement may be authorized when the reasons for the need of a replacement POV are:
  - 1. Beyond the traveler's control (e.g., the POV is stolen, seriously damaged, destroyed, or has deteriorated due to severe climatic conditions), and
  - 2. Acceptable to the DOD Component concerned.
- c. Non-emergency Replacement. Non-emergency POV replacement may be authorized when:
  - 1. The traveler is stationed continuously at one or more OCONUS PDSs during a 4-year period and the POV being replaced has worn out due to age and normal deterioration (B-212338, 27 December 1983); and
  - 2. It is in the Government's interest that the traveler continues to have a POV at the OCONUS PDS.
- d. Limitations
  - 1. One emergency replacement POV may be transported at Government expense within any 4-year continuous service period.
  - 2. One non-emergency replacement POV may be transported at Government expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

**Note 11: POV Shipment (PCS):** If you plan to ship a foreign privately owned vehicle (FPOV) at Government expense, the FPOV must meet Department of Transportation (DOT) and US Environmental Protection Agency (EPA) standards (i.e. US Specifications). If the request to fund the shipment of POV is approved, the employee needs to send a letter to the command requesting for the waiver in shipping the POV and the following information should be included: make/year/model of vehicle and vehicle identification number (VIN). The command needs to respond and endorse the request to CNRJ for the final approval and release of the waiver letter.

**Note 12: Lease Penalty Expense Portion:** The amount of reimbursement shall not exceed the amount required by the specific terms of a rental contract signed by the employee as a prior condition of obtaining the lease, or the equivalent of three months' rent, whichever is less. (DSSR 242.24). If the request is approved, please provide copy of the lease agreement that indicates the total penalty or monthly rent.

**Note 13: Return of Family Members and HHG Prior to Return of Employee:**

- 1. Transportation for the return of family members and HHG prior to;
  - a. When you have acquired eligibility for return transportation by satisfactorily completing the minimum period of service. No documentation required other than a request for orders;
  - b. 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 HHGs 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 HHGs 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 is not authorized in conjunction with early return of family member(s) and/or HHG.

**REMINDER TO EMPLOYEE PROCEDURES FOR RESERVING AIRLINE TICKET:**

Please ensure employees are aware that in order to get NAVPTO airline ticket reservations for DOD Civilian PCS orders, the following documents must be presented at the NAVPTO counter:

- 1. PCS Orders (issue by HRO)
- 2. Passenger Reservation Request (from your command's Admin)
- 3. Copies of passports