

**PASSENGER RESERVATION REQUEST - PCS TRAVEL  
NAVPTO BAHRAIN FORM 4650/1 (FEB 2011)**

**(TO ENSURE THE FORMS ARE READABLE WHEN SCANNED PLEASE COMPLETE THE FORM ELECTRONICALLY, USING A TYPEWRITER, OR USING BLOCK LETTERS WITH BLACK INK)**

<b>BLOCK</b>	<b>DESCRIPTION</b>
1	Name of unit traveler is attached to.
2	Date the form is filled out.
3	Indicate "INITIAL" for initial submission or "CHANGE" if submitted to change a previously submitted request and the change number (i.e., 1, 2, 3, etc.).
4	Name of Point of Contact (POC) at the unit – normally a Travel Coordinator. (Note: This is the person we will contact for additional information/assistance if needed.)
5	Phone number of the POC in Block 4.
6	E-Mail address of the POC in Block 4.
7	Last Name, First Name, and Middle Name of the traveler.
8	Rank/Rate or Grade of traveler.
9	Full SSN of Traveler. (Note: This is required to book AMC/PE flights if required.)
10	Date of Birth in DDMMYY format. (Note: This information is required by TSA.)
11	Gender (i.e., Male or Female) of traveler. (Note: This information is required by TSA.)
12	E-Mail address of traveler. (Note: This information is required to allow electronic delivery of confirmed travel reservations.)
13	Telephone number of the traveler. (Note: This information is required to allow us to contact the traveler for additional information or clarification as needed, and, is also needed by the airline to allow the airline to contact the traveler if needed.)
14	Enter approved detachment date.
15	Enter name and phone number of next-of-kin. (Note: Members who decline to provide this information should write "DECLINE" and sign this block.)
16	Enter report "NO LATER THAN DATE" at next stop en route.
17	Enter if accompanied by infant or if there are any special medical requirements.
18	Enter appropriate travel window.
19	Enter type of travel.
20	Enter type seat requested for government procured air (i.e., commercial airline).
21	Enter location of OLD PDS
22	Enter TDY locations en route. (Note: Attach list if more than two TDY locations are involved. Additionally, requests for lodging and rental car must be submitted on an attached sheet)
23	Enter name and location of NEW PDS and check block if afloat or deployable unit.
24	Provide LAST/FIRST/MIDDLE name of each dependent and their relationship to the member, date of birth, passport number and issuing country if other than the US, and passport expiration date. (Note: The passport number and passport expiration date are required for OCONUS travel only.)
25	Indicate if POV travel will be performed and the destination.
26	Enter POV shipment drop off/delivery ports or POV storage site.
27	Enter member's EAOS as extended.
28	Enter official routing based on the itinerary on the PCS Orders.
29	Enter alternate routing requested by the member for personal convenience; if none, mark N/A.
30	Enter routing for dependents if different from the member; if none, mark N/A
31	Enter required passport and visa if applicable.
32	Identify required travel clearances and/or command sponsorship/dependent entry approval for OCONUS travelers.
33	Enter pet information for each pet if the member is shipping a pet.
34	Advise each traveler of the notes provided in this block, especially numbers 2 and four.
35	Member's signature and date.
36	Enter name of PCS clerk verifying the DD Form 884.
37	Enter e-mail address of PCS TRF Clerk.