

PASSENGER RESERVATION REQUEST – PCS TRAVEL

PRIVACY ACT STATEMENT: The information requested on this form is protected under authority of 5 U.S.C. 552a and the travel regulations and will be used in arranging PCS travel reservations. This form is used in preparing an accurate travel itinerary and remains with the files for the authorized travel. Disclosure of the requested information is voluntary. However, completion of the form is necessary to authorize transactions. Failure to provide the requested information may result in disapproval of the travel.

1. COMMAND		2. DATE		3. TYPE <input type="checkbox"/> INITIAL <input type="checkbox"/> CHANGE _____	
4. POINT OF CONTACT		5. POC PHONE		6. POC E-MAIL ADDRESS	
COPY OF TRAVEL ORDERS REQUIRED TO FINALIZE BOOKINGS					
7. FULL NAME (Last, First, Middle)		8. RANK/RATE	9. SSN	10. DOB (DDMMYY)	11. GENDER <input type="checkbox"/> M <input type="checkbox"/> F
12. TRAVELER'S E-MAIL ADDRESS				13. TRAVELER'S PHONE	
14. NEXT OF KIN NAME AND PHONE:					
15. DETACHMENT DATE		16. REPORT NLT DATE		17. SPECIAL CONSIDERATION <input type="checkbox"/> INFANT <input type="checkbox"/> MEDICAL (SPECIFY)	
18. TRAVEL WINDOW <input type="checkbox"/> 10 DAYS <input type="checkbox"/> 20 DAYS (W/ PET)		19. TYPE OF TRAVEL <input type="checkbox"/> PCS <input type="checkbox"/> SEP <input type="checkbox"/> FLTRET/RET <input type="checkbox"/> COT <input type="checkbox"/> MOB <input type="checkbox"/> DEMOB <input type="checkbox"/> IA		20. TYPE SEAT (GOVT PROCURED AIR ONLY) <input type="checkbox"/> WINDOW <input type="checkbox"/> AISLE	
21. LOCATION OF OLD PDS		22. INTERMEDIATE TDY LOCATION(S)		23. NEW PDS/LOCATION <input type="checkbox"/> CHECK IF AFLOAT OR DEPLOYABLE	
24. LIST OF FAMILY MEMBERS				25. POV TRAVEL <input type="checkbox"/> YES <input type="checkbox"/> NO	
LAST, FIRST, MIDDLE		RELATIONSHIP	DOB	PASSPORT NUMBER AND COUNTRY	PASPORT EXP DATE
				DESTINATION:	
				26. POV SHIPPED FROM/TO or STORAGE SITE	
				27. EAOS AS EXTENDED:	
28. OFFICIAL ROUTING			29. ALTERNATE ROUTING REQUESTED FOR PERSONAL CONVENIENCE OF THE MEMBER		
DATE	FROM	TO	DATE	FROM	TO
30. DEPENDENT ROUTING (IF DIFFERENT FROM MEMBER) DD FORM 884 REQUIRED TO FINALIZE BOOKINGS			NOTE: THE ADDITIONAL COST FOR INTERRUPTED OR INDIRECT TRAVEL IS MEMBER'S RESPONSIBILITY.		
DATE	FROM	TO	31. PASSPORT/VISA REQUIRED <input type="checkbox"/> NO-FEE <input type="checkbox"/> OFFICIAL <input type="checkbox"/> VISA _____ (COUNTRY)		
			32. TRAVEL CLEARANCES REQUIRED <input type="checkbox"/> SPECIAL AREA CLEARANCE <input type="checkbox"/> THEATRE CLEARANCE <input type="checkbox"/> COUNTRY CLEARANCE <input type="checkbox"/> CMD SPONSORSHIP/DEA		
33. PET RESERVATION (TWO PETS, CAT AND DOG ONLY, ALLOWED ON AMC FLIGHTS)					
PET #1 <input type="checkbox"/> CAT <input type="checkbox"/> DOG CAGE W _____ " L _____ " H _____ " TOTAL WEIGHT _____ LBS AGE _____ SEX _____ BREED _____					
PET #2 <input type="checkbox"/> CAT <input type="checkbox"/> DOG CAGE W _____ " L _____ " H _____ " TOTAL WEIGHT _____ LBS AGE _____ SEX _____ BREED _____					
34. NOTES: 1. Use of GOVT AIR/GOVT PROCURED air is directed when available and meets mission requirements for transoceanic travel. 2. The port call/itinerary issued by NAVPTO/PSD/CSD is an official modification to orders; failure to travel and report as ordered is punishable under the UCMJ. 3. Certification on travel orders for additional entitlements (i.e., travel via designated place, travel via home port, etc.). 4. The following documents are required prior to issuance of airline tickets: (1) PCS Orders as endorsed; (2) signed DD 884; (3) passport, visa and travel clearances required by the FCG; and, (4) command sponsorship or family entry approval if required.					
35. MEMBER'S SIGNATURE / DATE		36. PCS TRF CLERK VERIFYING DD 884		37. PCS TRF CLERK E-MAIL ADDRESS	
BLOCKS BELOW FOR NAVPTO USE ONLY					
DEPLOYABLE UNIT'S LOCATION		DATE	MSG LOCATOR DTG	AMC FLT INFO (ATTACH PORTCALL)	
TVL ADVISE MSG DTG	TYPE TRAVEL		AMC NON-USE	MIP CODE	SERVICE BRANCH