



DEPARTMENT OF THE NAVY

NAVY PAY AND PERSONNEL
SUPPORT CENTER
1755 POWHATAN ST. SUITE 303
NORFOLK, VA 23511-2985

NPPSCINST 4650.8 CH-1

N4

09 Apr 2012

NPPSC INSTRUCTION 4650.8 CHANGE TRANSMITTAL 1

From: Deputy Director, Navy Pay and Personnel Support Center

Subj: NAVY PAY AND PERSONNEL SUPPORT CENTER (NPPSC) PASSENGER
RESERVATION REQUEST

Encl: (1) PASSENGER RESERVATION REQUEST
(2) DIRECTIONS FOR COMPLETING THE PASSENGER RESERVATION
REQUEST NPPSC 4650/1 (2-12)

1. Purpose. To incorporate changes.
2. Action. Remove enclosures (1) and (2) of NPPSCINST 4650.8 and replace with the attached enclosures (1) and (2).

A handwritten signature in black ink, appearing to read "L. A. CASON".

L. A. CASON

Distribution:

NAVPAYPERSUPCENINST 5216.1, Lists I and II

PASSENGER RESERVATION REQUEST

1. Type Request: New <input type="radio"/> Modification/Change <input type="radio"/> Cancellation <input type="radio"/>		2. Date:		NAVPTO USE ONLY			
3. Transfer Clerk/Command (POC):		4. Point of Contact Phone:		5. Point of Contact Email Address:		Ship Location: Date:	
6. Name (Last, First, Middle - as shown on the photo ID used for travel and present to the TSA agent while going through airport security)		7. Social Security Number (SSN):		AMC Flight Available: Yes <input type="checkbox"/> No <input type="checkbox"/>		Flight No.: Date:	
8. Rank/Rate:		9. Date of Birth:		10. Gender: Male <input checked="" type="radio"/> Female <input checked="" type="radio"/>		Show: ETD: ETA: Date:	
11. Passport Number /Expiration Date/Visa No.		12. Traveler's Phone w/ Area Code:		13. Traveler's Email Address:			
14. Detaching (Current Permanent Duty Station) City, State, Country:			15. Gaining Command (New Permanent Duty Station) City, State, Country:				
16. Detachment Date (current PDS)		17. Available for Travel Start Date to New PDS Anytime		18. Mandatory RNLТ Date at New PDS. Mandatory TPP is 10 days for overseas; 20 Days for Pets.			
19. List all Intermediates (Temporary Duty En-route) PCS only below with Dates Required for Arrival and Departure.							
A. Command, City, State:		Mandatory Arrival Date:		Departure Date:			
B. Command, City, State:		Mandatory Arrival Date:		Departure Date:			
C. Command, City, State:		Mandatory Arrival Date:		Departure Date:			
D. Command, City, State:		Mandatory Arrival Date:		Departure Date:			
20. Type Travel: Accompanied <input type="checkbox"/> Unaccompanied <input type="checkbox"/> PCS <input type="checkbox"/> COT <input type="checkbox"/> Deferred COT <input type="checkbox"/> OTEIPO <input type="checkbox"/> RAT TVL <input type="checkbox"/>							
Dependent Travel: if Delayed, Enter Approximate Month of Travel:							
21. EAOS:		Extensions:		22. Overseas Screening completed: Yes <input type="checkbox"/> / If No, In Progress: <input type="checkbox"/>			
23. Prescribed Tour Length:		24. Dependent Entry Required: Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, enter Message DTG sent:					
25. List of Family Member(s):							
Last, First, Middle Name		SSN	Relationship	Date of Birth	Passport Number	Expiration Date	Visa Number
26. Leave Address (include Zip Code) After Detachment:				27. Phone Number After Detachment (include Area Code)			
				Home:		Mobile:	
28. Email Address after Detachment:				29. Next of Kin (Not traveling) Name:			
				Phone:		Address:	
30. Seat(s) Required:		31. Seat Preference: Any		32. Excess Baggage Auth / No. of pieces:			
33. Alternate Routings for personal convenience may be requested here. Must be authorized IAW JFTR/JTR/DOD 4500.9-R. Any additional costs for Indirect/Personal Travel above and beyond Entitlements will be the Member's Financial Responsibility.							
Date of Travel	Time	From: City, State			To: City, State		Mode of Travel
34. Additional Information:							
35. Shipping POV to/from Overseas After Detachment from Current PDS? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Ship from: Ship to:							
Storing POV (Shipping not permitted) Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Storage Location: City, State:							
<i>NOTE: Must report to Personal Property (PP) Office. Receipt of Authority Letter from authorized storage facility will set entitlements.</i>							
36. PET Reservation: 2 Pets (Cat or Dog only) allowed on AMC flights. Are you shipping pets? Yes <input type="checkbox"/> No <input type="checkbox"/>							
Pet #1 None	Breed:	*Cage Length	inch	Width	inch	Height	inch
Pet #2 None	Breed:	*Cage Length	inch	Width	inch	Height	inch
<i>NOTE: Use of Government Air/Government Procured Air is directed when available and meets mission requirements for Transoceanic travel. Port Call issued by NAVPTO is an official modification to orders. The following documents are required prior to the issuance of tickets: (1) PCS Orders endorsed, (2) signed DD884 NOV10, (3) passport/visa required by the FCG, (4) Family Entry Approval (if required), (5) NATO Travel Orders (if required), and (6) requested supporting documents.</i>							
37. Member's Signature*			38. Supervisor Name			39. Supervisor's Signature (Required).	
Date: SOF: <input type="checkbox"/>			Phone:			Date:	
*ITEM 37: For Students Only: PSD obtaining Travel/Transportation Authorization form with Signature from Student check SOF block.							
AUTHORITY: Authority to request is derived from 5 U.S. Code 301, Departmental Regulations. PRINCIPAL PURPOSE: To provide authority for issue of passenger reservations/port call requests. ROUTINE USES: Information is used in conjunction with application for passenger reservations/port calls.							
DISCLOSURE: Voluntary; however, if applicant fails to provide information, travel request will not be processed.							

**DIRECTIONS FOR COMPLETING THE PASSENGER RESERVATION REQUEST
NPPSC 4650/1 (2-12)**

The NPPSC 4650/1 electronically filled out form is locked to allow your tab key to move from block to block and type in the expandable spaces information required to process request. PDF form also allows electronic signature.

NOTE * All dates will be DD/MMM/YYYY***
i.e. - 20MAY2008**

- Block 1 - X appropriate Block (New Request, Modification to, or Cancellation of).
- Block 2 - Enter the date the form is typed
- Block 3 - Enter the Rate and Last Name of Transfer Clerk at the PSD/CSD, or Command POC submitting the passenger reservation request (PRR) i.e. PS2 Samuelson, PSD Guantanamo Bay.
- Block 4 - Enter phone number for Transfer Clerk/Command POC.
- Block 5 - Enter email address for Transfer Clerk/Command POC.
- Block 6 - Enter Passenger in Last, First, Middle Name order. Name must match photo ID presented to the TSA agent at airport (CAC/PASSPORT IF REQUIRED OUTCONUS).
- Block 7 - Enter transferring member's SSN
Note-Entire 9 digit number is required on PRR.
- Block 8 - Enter Rank (i.e. O-3/E-7) and Rate (i.e. LT/PSC).
- Block 9 - Enter transferring member's date of birth.
- Block 10 - Enter transferring member's gender.
- Block 11 - Enter member's passport number/expiration date/Visa Number (when required).
- Block 12 - Enter transferring member's phone number (with area code) where they can be reached before detachment.
- Block 13 - Enter transferring member's e-mail address.

- Block 14 - Enter transferring member's detaching command, PDS and geographic location (city/state/country).
- Block 15 - Enter their new command, PDS and geographic location.
- Block 16 - Enter detachment date from current command.
- Block 17 - Date available to travel to new PDS after completing all TEMDUINS and/or leave.
- Block 18 - Mandatory RNLTD Date to new command. ***Remember to advise member that all PCS travel overseas allows for a 10 day window (20 days with pets) and the port call message dictating travel modifies original orders and report date (see DOD 4500.9-R)***.
- Block 19 - List Intermediate TEMDUINS commands and their locations on orders with reporting No-later-than date of arrival and departure/graduation dates. If more room is required hit your return key at end of block and keep typing C., D., etc.
- Block 20 - X appropriate box for accompanied (with family) or unaccompanied (member only).

If dependents are transferring overseas but not traveling with member, enter approximate Month/Year dependents will be traveling.

Dependents do travel at different times to allow children to start/complete school year.

X appropriate block identifying which type orders member is traveling on:

- PCS - Permanent Change of Station orders
- COT - Consecutive Overseas Tour Travel/Back to Back auth leave travel
- DEFERRED COT - Delayed -to be taken after arrival at new duty station
- OTEIPO - Overseas Tour Extension Incentive Program Orders
- RAT - Renewal Agreement Travel (DOD Civilian PCS)

- Block 21 - Enter member's EAOS and any extensions.

Ensure member has obligated service to allow for an accompanied tour length overseas.

Block 22 - X appropriate block. If no, ensure screening process has begun and X in progress.

Block 23 - Enter prescribed tour length for assignment being served at next duty station.

Block 24 - X appropriate block. If yes, enter DTG of outgoing MSG request and/or approval.

Block 25 - Enter all family members traveling: Last name, First name, and Middle Name.

NOTESocial Security number
(entire number required),

Relationship to sponsor (i.e... Spouse, son, step-daughter, adopted son),

Passport number and expiration date, Visa number (if required) and expiration date.

Block 26 - Enter verified leave address including Zip code.
Ensure the accuracy of this block as locations of deployable units change and notification is required to prevent the misrouting of personnel.

Block 27 - Enter phone number of member while on leave (home phone number with area code) and cell phone number with area code (if available).

Block 28 - Enter E-Mail address of member while in a transient status between permanent duty stations.

MUST TYPE UPPER AND LOWER CASE IN THIS BLOCK.

Block 29 - Enter Name and Phone number (including area code) and address for Next of Kin for transferring member.

Ensure you do not give spouse's name if traveling with member.

Block 30 - Enter number of seats required by member and/or family. For delayed travel, enter only one seat requested and refer to block 20. Dependents travel

arrangements will be accomplished by the NAVPTO at a later date per Month and Year listed in Block 20.

- Block 31 - X appropriate block window or aisle seat (families will be seated together whenever possible based on availability of seats)
- Block 32 - Enter additional pieces of excess baggage authorized in text remarks of orders
- Block 33 - Enter alternate routing request (OCONUS Travel only) here if member desires transportation other than their entitlement from the old PDS, POV shipping or POV storage point directly to new PDS via any authorized TEMDUINS.

For OCONUS travel, Government Air is directed where available.

The following options may only be considered when Government Air is not available.

Alternate departure points must be authorized IAW entitlements as per the JFTR/JTR or originate from APOE/APOD gateway airports with direct over the ocean travel to the new PDS when cost effective vs. the normal government procured transportation routing.

For OCONUS travel, commercial airlines may provide free stopovers for certain destinations (i.e.-Hawaii) that would allow the traveler a layover between their originating departure airport and final destination airport servicing the new PDS. Free airline stopovers ARE NOT an entitlement and are NOT available in all city markets and MAY NOT be available during the timeframe the traveler desires.

NAVPTO/CTO agents will work with reservations (if possible) to meet the member's needs. For complex travel arrangements, ask NAVPTO Port call clerk to correspond with member to coordinate flights. NAVPTO will be able to direct member to the CTO for assistance or give alternate available options.

- Block 34 - Enter any additional information the member desires to communicate to the NAVPTO. Attach additional sheet as required to allow traveler to accurately communicate their desires to the NAVPTO so that arrangements are booked accurately the first time.

Block 35 - X appropriate block. Yes or No to shipping a car to or from overseas activity AFTER detachment (If vehicle is shipped/stored in advance of detachment, travel entitlement remains current PDS). If yes, enter location where car is being shipping from and enter location of where car will be picked up from. (i.e. - From: Seattle, WA To: Honolulu, HI)

NOTE There are destinations where the shipping of vehicles are prohibited. Member is authorized to store vehicle. X appropriate block and enter storage location of vehicle.

Member MUST have storage authority letter from Authorized storage facility.

Block 36 - X appropriate block if applicable for pet travel. Only Dogs and Cats may be transported via Military Air. Must list whether Cat or Dog, Breed, length, width, height (L x W x H) of cage, total weight in lbs (animal and cage). If traveling commercially, the CTO is responsible for assisting members with procuring pet space via commercial airliner.

Note Check with your local military or civilian veterinarian for current requirements.

Note Many Airlines have restrictions or prohibit the shipment of pets, especially in the summer months. Have travelers contact NAVPTO early to ensure requirements are best met for the pets. All pet costs (AMC/COM'L) are the responsibility of the traveler. In some cases, the traveler may have to make alternate arrangements to ship their pets.

Block 37 - Upon completion of the form, the member will sign and date this form.

Block 38 - Type supervisor's name and phone number including area code.

Block 39 - Supervisor will electronically sign and date this form after review for accuracy.

SPECIAL NOTES:

The transferring command is responsible to ensure all appropriate paperwork is received by the NAVPTO to process the member's PRR and issue a port call. The following documents must be received or the ticket will not be issued:

- (1) PCS orders properly endorsed (i.e. special entitlements, etc. and signed)
- (2) DD884 (NOV 2010) Application for travel of Dependents (signed by sponsor ONLY). List only the location dependents were last furnished government transportation to. This is their official entitlement. Giving any other location will cause delays in booking travel and possible rework.
- (3) Passport data page showing 9 digit passport number, issuance date, and expiration date. If Visa issued, provide copy of data page showing Visa number, validation date, and issuance date. Provide clearances if required ICW the Foreign Clearance Guide (FCG)
- (4) Family Entry Approval (if required)
- (5) NATO travel orders (if required)

*****Supervisor is responsible for and will be held accountable to ensure PRR is appropriately completed and submitted IAW the OPNAVINST 4650.15 series, JFTR/JTR, FCG, and the Defense Travel Regulations governing entitlements***.**