

1. Type Request: New      Modification/Change      Cancellation		2. Date:		NAVPTO USE ONLY				
3. Transfer Clerk/Command (POC):				Ship Location:				
4. Point of Contact Phone:		5. Point of Contact Email Address:		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:			
					Show:                      ETD:                      ETA:                      Date:			
8. Rank/Rate:		9. Date of Birth:		10. Gender: Male                      Female				
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		18. Mandatory RNLTL 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		
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:			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:								
NOTE: Must report to Personal Property (PP) Office. Receipt of Authority Letter from authorized storage facility will set entitlements.								
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	Breed:	*Cage Length	inch	Width	inch	Height		
Pet #2	Breed:	*Cage Length	inch	Width	inch	Height		
NOTE: Use of Government Air/Government Procured Air is directed when available and meets mission requirements for Vransoceanic 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) : amily 9 ntry 5 pproval (if required), (5) NATO Havel Crders (if required), and (6) requested supporting documents.								
37. Member's Signature*			38. Supervisor Name		39. Supervisor's Signature (Required).			
Date:                      0000			Phone:		Date:			
*ITEM 37: For Students Only: PSD obtaining Travel/Transportation Authorization form with Signature from Student W/ YW/ 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.								
8-67 @ G F9. Jc'i bHJnd however, if applicant fails to provide information, travel request will not be processed.								