Attach to Email

PASSENGER RESERVATION REQUEST

RESET

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 ☐ No ☐ 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 ***Anytime***	18. Mandatory RNLT 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 ☐ Unaccompanied ☐ PCS ☐ COT ☐ Deferred COT ☐ OTEIPO ☐ RAT TVL ☐
Dependent Travel: if Delayed, Enter Approximate Month of Travel:

21. EAOS: Extensions:	22. Overseas Screening completed: Yes: ☐ If No, In Progress: ☐
23. Prescribed Tour Length:	24. Dependent Entry Required: Yes ☐ No ☐ 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☐ No ☐ If Yes, Ship from: Ship to:
Storing POV (Shipping not permitted) Yes ☐ No ☐ 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 ☐ No ☐

Pet #1 ***None***	Breed:	*Cage *Length*	inch	*Width*	inch	*Height*	inch	*Total Weight *(Cage + Pet)*	Lbs.
Pet #2 ***None***	Breed:	*Cage *Length*	inch	*Width*	inch	*Height*	inch	*Total Weight *(Cage + Pet)*	Lbs.

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.***

37. Member's Signature* Date: SOF: ☐	38. Supervisor Name Phone:	39. Supervisor's Signature *(Required)*. 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.