

## Sample

### Army & Air Force Exchange Service (Exchange) Request for Official PCS Orders (Household Goods Request)

OMB NO. 0702-  
OMB approval expires  
MMM DD, YYYY

*(Read Agency Disclosure Notice, Privacy Act Statement, and Instructions before completing form.)*

#### AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100 (0702-XXXX). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

#### PLEASE DO NOT RETURN YOUR RESPONSE TO THE ABOVE ADDRESS.

Responses should be sent to the Headquarters of the Army and Air Force Exchange Service; Office of Human Resources (Travel) at 3911 S. Walton Walker Blvd., Dallas, TX 75236-1598.

#### PRIVACY ACT STATEMENT

**AUTHORITY:** Title 10 U.S.C. §3013, "Secretary of the Army"; Title 10 U.S.C. §8013, "Secretary of the Air Force"; Army Regulation 215-8/AFI 34-211(l), "Army and Air Force Exchange Service Operations"; and Executive Order 9397 (SSN), as amended.

**PRINCIPAL PURPOSES(S):** To process official travel requests for military and civilian employees of the Army and Air Force Exchange Service; to determine eligibility of individual's dependents to travel; to obtain necessary clearance where foreign travel is involved, including assisting individual in applying for passports and visas and counseling where proposed travel involves visiting/transiting communist countries and danger zones

**ROUTINE USE(S):** Your records may be disclosed outside of DoD pursuant to Title 5 U.S.C. §552a(b)(3) regarding DoD "Blanket Routine Uses" published at <http://dpcl.d.defense.gov/Privacy/SORNSIndex/BlanketRoutineUses.aspx>. This may include disclosures to the attaché or law enforcement authorities of foreign countries, the U.S. Department of Justice or Department of Defense legal/intelligence/investigative agencies for security, investigative, intelligence, and/or counterintelligence operations.

**DISCLOSURE:** Voluntary, however failure to provide all the information needed may result in denial of your PCS orders.

A copy of the Privacy Impact Assessment (PIA) for this collection may be located at <http://ciog6.army.mil/Portals/1/PIA/2013/EXHRM-TMG.pdf>.

#### INSTRUCTIONS

1. Please read this Agency Disclosure Notice and Privacy Act Statement prior to completing or answering questions on the secured link provided to you by your HR Manager or Representative.
2. Please answer each question.
3. When complete, press submits and your request for official orders will be transferred to an Exchange authorized HR travel associate for completion of your PCS orders.
4. The HR Manager or representative will obtain the appropriate approvals and provide you a copy of your completed PCS orders.
5. Address any questions or concerns to your HR Manager or representative.