

Plus Relocation Request

OMB CONTROL NUMBER: 0702-0131
OMB EXPIRATION DATE: XX/XX/XXXX

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, 0702-0131, 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 the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. 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.

PRIVACY ACT STATEMENT

AUTHORITY: Title 10 U.S.C. 7013, Secretary of the Army; Title 10 U.S.C. 9013, Secretary of the Air Force; Army Regulation 215-1, The Administration of Morale, Welfare, and Recreation Activities and Non-appropriated Fund Instrumentalities; Army Regulation 215-8/AFI 34-211(I), Army and Air Force Exchange Service Operations; and E.O. 9397 (SSN), as amended.

PRINCIPAL PURPOSE(S): To process official travel requests for 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://www.aafes.com/about-exchange/public-affairs/FOIA/assessments.htm>.

INSTRUCTIONS

1. Please read the above Agency Disclosure Notice and Privacy Act Statement prior to responding below to review, complete, and answer the following questions.
2. **In order to provide you with appropriate orders, each question must be answered.**
3. When you have completed the request form, press the submit button and your information will be automatically forwarded to the Exchange authorized HR travel associates for completion of your PCS orders.
4. All approved signatures will be obtained by the HR representative.
5. You will be provided a copy of your final approved PCS orders.
6. If you have questions, concerns, or need more information, please see your HR manager.



Respond

Survey Name:

Plus Relocation Services Request

Survey Description:

Time Created:

MM/DD/YYYY XX:XX XM



Plus Relocation Services Request

* indicates a required field

1. Last name, First name, Middle name (include Jr, Sr, II, III, etc.) *

2. Last five (5) digits of your SSN *

Y Number *

New Job Title

3. Current duty station (include City, State, Zipcode) *

4. New Duty Station (include City State, Zipcode) *

5. Departure Phone (include work number, home number, cell phone number with area code) *

6. Destination Phone (if known....include work number, home number, cell phone number with area code) *

7. Employee email (business) *

8. Current Departure Home Address (street number, street name, city, state, zipcode) *

9. Move Type *

- Homeowner
- Rental
- Temporary/Trainee
- I don't know

10. Relocation Services Request for Home Sale (as authorized by your Entitlement Sheet) please check all that you need/require. *

- Buyer Value Option
- Home Sale Assistance
- Marketing Assistance
- Pre-Transfer Counseling
- None

11. Relocation Services for Destination (as authorized by your Entitlement Sheet) please check all that you need/require *

- Temporary Lodging Assistance
- Property Finding/Home Buying Assistance
- Mortgage Lender (Direct Bill w/AAFES)
- Rental Assistance
- None

Buyer Value Option (BVO) - market your home prior to beginning the appraisal process. You must first sign up with Plus Relocation Services for this option which is advantageous for the Exchange in terms of cost savings. Please note, no response is required, this is a informative statement only.

12. PCS Order number *

13. Report Date *

14. Marital Status *

15. Control Number (Headquarters Use Only)

PLEASE NOTE: these services are not authorized for associates who are retiring.