

# Relocation Request CONUS to CONUS

OMB CONTROL NUMBER: 0702-0131

OMB EXPIRATION DATE: 03/31/2022

## AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, 0702-0131, is estimated to average 30 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](mailto: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://dpeld.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	
<b>Survey Name:</b>	Relocation Request CONUS to CONUS
<b>Survey Description:</b>	
<b>Time Created:</b>	MM/DD/YYYY XX:XX XM



## Relocation Request CONUS to CONUS

\* indicates a required field

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

2. Last five (5) digits of Social Security Number \*

3. Current PB Grade \*

Y NUMBER \*

4. Current Duty Station \*

5. New Duty Station \*

6. Are you \*

7. Home Address (Street/State/Zip Code) \*

8. Home Phone Number (include area code) \*

9. Commerical Work Phone Number \*

10. Cell Phone Number \*

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11. Email Address \*

FAMILY MEMBER INFORMATION - list dependents only. Full name as it appears on official government ID such as driver's license or passport. Children age 21 yrs and older are not entitled to travel benefits. If you have no family members (dependents) please skip to question #16. Please provide bill of account for SSDP dependent.

12. Family Member #1 (full legal name)

Your relationship to Family Member #1

Family Member #1 Birth Date (DDMMYYYY)

Family Member #1 Birth Place

Will family member #1 accompany you to your new duty station at the same time?

13. Family Member #2 (full legal name)

Your relationship to Family Member #2

Family Member #2 Birth Date (DDMMYYYY)

Family Member #2 Birth Place

Will family member #2 accompany you to your new duty station at the same time?

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14. Family Member #3 (full legal name)

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Your relationship to Family Member #3

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Family Member #3 Birth Date (DDMMYYYY)

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Family Member #3 Birth Place

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Will family member #3 accompany you to your new duty station at the same time?

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15. Family Member #4 (full legal name)

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Your relationship to Family Member #4

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Family Member #4 Birth Date (DDMMYYYY)

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Family Member #4 Birth Place

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Will family member #4 accompany you to your new duty station at the same time?

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16. Will you drive or fly to your new duty station? \*

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17. You are authorized one POV, unless you do not own a POV. If you have need to request authorization for a 2nd POV, please provide justification in the text box. Note: Owning two POV's is not adequate justification. \*

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18. Will you be shipping any weapons? \*

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19. If yes, list your weapons that you want to ship so they may be listed on your PCS Orders. Use this format: Manufacturer, Model and Serial #. \*

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NOTE: Federal Law requires you to complete DD-2760 Form certifying you have not been convicted of a "misdemeanor crime of domestic violence". This form can be located on the Exchange/AAFES Intranet, Forms & Pubs link, under DoD Forms. You are not authorized to ship weapons to the following countries: Germany, Japan, Okinawa, Italy or Turkey. Weapons may be stored with non-temp storage items.

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You will need to make your airline reservations using the Travel Request form under Quick Links. Be sure to list any dependents and their birthdates in the "Remarks" section at the bottom of the form. We recommend you depart on the Wed. before your effective date. This is necessary in order for you to get your ration/ID cards and take care of any other business required before your report date. If you plan on departing from a location other than your home or making any stops enroute to your new duty station, it will be based on a cost-constructive basis. We will need to know this up front so we can work with the airlines to get your desired flight booked and you can get your vacation leave approved in advance.

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SUMMARY: You will receive your PCS Orders and Transfer/ Transportation Agreement via e-mail along with other pertinent information regarding your transfer. If you need passport applications and instructions, please let us know as they can be e-mailed to you. If you have any questions or concerns, please do not hesitate to contact the Relocation Team at 214-312-2502.

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This completes the Relocation Questionnaire. Please click on FINISH when you are through and don't forget to contact HR Relocation to schedule your PCS Out-Briefing. Thank you and have a safe trip.

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Comments or Questions

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