



Relocation Request CONUS to CONUS

Relocation Request for CONUS TO CONUS

OMB CONTROL NUMBER: 0702-0131

OMB EXPIRATION DATE: 04/30/2025

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. 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/DAFI 34-110(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://dpclid.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 Relocation Team.



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Requests

Relocation Request
CONUS to CONUS

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

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

Relocation Request
OVERSEAS to CONUS

Relocation Request
OVERSEAS to OVERSEAS

3. Current PB Grade*

Plus Relocation Services
Request

Y NUMBER*

Household Goods
Request

4. Current Duty Station*

5. New Duty Station*

6. Home Address (Street/State/Zip Code)*

7. Home Phone Number (include area code)*

8. Commercial Work Phone Number*

9. Cell Phone Number*

10. 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 years and older are not entitled to travel benefits. If you have no family members (dependents) please skip to question #15.

11. Family Member #1 (full legal name)

Your relationship to Family Member #1

Family Member #2 Birth Date (DDMMYYYY)

Family Member #1 Birth Place

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

12. 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?

13. Family Member #3 (full legal name)

Your relationship to Family Member #3

Family Member #3 Birth Date (DDMMYYYY)

Family Member #3 Birth Place

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

14. Family Member #4 (full legal name)

Your relationship to Family Member #4

Family Member #4 Birth Date (DDMMYYYY)

Family Member #4 Birth Place

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

HOUSE HUNTING TRIP (HHT)

You and your spouse may be authorized one round-trip between your old and new duty stations. HR-Talent grants authorization for the HHT. Request for administrative leave must be approved through the associate's chain of command.

Are you requesting a HHT?

If you answered "Yes" to the HHT. Do you have approval from your leadership? If yes, please provide copy of approval to the relocation team at hrrelocation@aafes.com.

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

16. You are authorized on 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. *

TRAVEL & TRANSPORTATION:

You will need to make your airline reservations using the CWTSato Travel Services located at Quick Links. Be sure to list any dependents and their birthdates in the "Remarks" section at the bottom of the form. (Reference How To Book Travel with CWTSato Guide provided by Relocation Team.)

COMMENTS OR QUESTIONS:

This completes the Relocation Questionnaire. Please click on FINISH when you are done.

Finish

Cancel