



Relocation Request Overseas to CONUS

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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*

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Relocation Request
OVERSEAS to OVERSEAS

3. Present Grade*

Plus Relocation Services
Request

4. Current Duty Station*

Household Goods
Request

5. New Duty Station*

6. Y Number *

7. Report Date *

8. Home Address (Street, City/State/Zip Code)
(If you live in an apartment, please list the name of the apartment complex.)

9. Office Phone Number (Commercial)*

10. Home & Cell Number*

11. E-mail address*

12. FAMILY MEMBER INFORMATION – List dependents only that are traveling with you. Full name as it appears on official government ID such as driver's license or passport. Relationship to you and Birthdate (DDMMYY). Children age 21 years and older are not entitled to travel benefits. If you have no family members (dependents) please skip to question #14. *

13. If you have additional family members (dependents), Please list them here using the same format as above.

14. TRAVEL & TRANSPORTATION: The official mode of transportation when transitioning from Alaska to CONUS is POV. If there are travel restrictions contact Relocation Team for assistance. For travel from other OConus locations, associates will receive instructions on how to book their travel with CWT Sato.

15. POV SHIPMENT: Associates may be authorized to ship one POV based on location at AAFES expense, unless you do not own a POV. Or traveling from a restricted location. Check your entitlement sheet to confirm. PLEASE PROVIDE THE MAKE/MODEL/YEAR AND VIN NUMBER of the POV you will ship. Your Orders cannot be prepared without this information. Will you be shipping a POV? *

16. PETS: Pets are strictly the responsibility of the associate. After flights have been booked to your new duty station, associates must contact the airline to book their pet(s). There have been numerous problems transporting pet(s) during the summer

months and airlines may refuse to transport them. Will you be shipping any Pet(s)? *

17. FIREARMS: Will you be shipping any firearms?

If yes, associates must complete Form DD 2760 and submit to the relocation team. Provide the make/model and serial number of each weapon, needs to be listed on your PCS Orders) *

18. EMERGENCY CONTACT: In case we are required to get in touch with you and you have already left your duty station please provide a name/address and phone number of that individual.

COMMENT/QUESTIONS

This completes the 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!

Finish

Cancel