



# Relocation Request for Overseas to Overseas

## Relocation Request Overseas to Overseas

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](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/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 HR manager.



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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  
CONUS to OVERSEAS

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

4. Current Duty Station\*

Household Goods  
Request

5. New Duty Station\*

6. EXACT HOME ADDRESS (STREET/CITY/STATE/ZIP CODE)

7. COMMERCIAL WORK PHONE NUMBER

8. COMMERCIAL WORK PHONE NUMBER

9. CELL PHONE NUMBER

10. E-MAIL ADDRESS

11. Family Member #1 (full legal name)

Your relationship to Family Member #1

- SON  
 DAUGHTER  
 SPOUSE

Family Member #1 Birth Date (DDMMYYYY)

Will Family Member #1 accompany you to your new duty station at the same time you report?

- YES                       NO

12. Family Member #2 (full legal name)

Your relationship to Family Member #2

- SON  
 DAUGHTER  
 SPOUSE  
 OTHER

Family Member #2 Birth Date (DDMMYYYY)

Will Family Member #2 accompany you to your new duty station when you report

- YES                       NO

13. Family Member #3 (Full legal name)

Your relationship to Family Member #3

- SON
- DAUGHTER
- SPOUSE
- OTHER

Family Member #3 Birth Date (DDMMYYYY)

Will Family Member #3 accompany you to your new duty station when you report

- YES
- NO

14. Family Member #43 (Full legal name)

Your relationship to Family Member #4

- SON
- DAUGHTER
- SPOUSE
- OTHER

Family Member #4 Birth Date (DDMMYYYY)

Will Family Member #4 accompany you to your new duty station when you report

- YES
- NO

15. Will you drive/fly or ship to your new duty station? (If you can drive to your new duty station, you are required to do that, if you can't and need to ship your POV please see question #16. \*

- YES
- NO
- SHIP

16. If you are transferring to an overseas location where you cannot drive and want to ship a POV please provide the make/model/year and VIN number of your vehicle.

17. Actual Place of Residence.

Please list your home of record, city and state. It needs to be a location where you own property or where your family resides.

18. You will need to make your airline reservations using the CWTSato Travel Services located 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.)

**EMERGENCY CONTACT:** The travel industry now requires you to provide an emergency contact name and phone number, it needs to be someone who is not travelling with you.

**COMMENT/QUESTIONS OR ADDITIONAL INFORMATION:**

This completes the Questionnaire, please click on the FINISH button when you are through.

Finish

Cancel