



Plus Relocation Services Request

Plus Relocation Request

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://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.



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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

Y Number*

Plus Relocation Services
Request

New Job Title*

Household Goods
Request

3. Current Duty Station (include City, State, Zipcode)*

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

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

6. Effective/Report Date*

7. Employee email (business)*

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

9. Move Type: Are you a homeowner?*

YES NO

10. Relocation Services Request for Home Sale (as authorized by your Entitlement Sheet). Please select areas of interest. *

- Buyer Value Option
- Home Sale Assistance
- Marketing Assistance
- Pre-Transfer Counseling

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

- Property Finding/Home Buying Assistance
- Mortgage Lender (Direct Bill w/AAFES)

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. Report Date*

13. Marital Status*

14. Control Number (Headquarters Use Only)

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

Finish

Cancel