



Relocation Request for CONUS to OVERSEAS

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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.

Relocation Request for CONUS to OVERSEAS

The following information is needed to prepare your PCS Orders. Full name must be provided as it appears on official government ID such as driver's license or passport.



Relocation Request for CONUS to OVERSEAS

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

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 information. List Full Legal Name, relationship, and dates of birth*

If you have additional family members (dependents), please list them here. Use the same format as above.

12. You are authorized to shop one POV unless you are going to Japan. POV are not authorized for shipment to or from Japan. Reimbursement for not shipping your POV to Japan is also not reimbursable. *

13. Do you and your Family Members have passports and if so, what type are they?*

Please contact your local DoD Passport Agent to make an appointment for your Official Passport for you and your family members.

14. If you answered yes (ship POV), please provide the following information: Make, Model, Year and VIN #. Please note POV shipments are NOT authorized for Japan, Johnston Island, and Thule. *

15. Have you attended Anti-Terrorism Training within the last 12 months?

16. Have you completed the SERE100 (Survival Evasion Resistance and Escape) Training within the past 2 years?

17. Have you completed the ISOPREP (Isolated Personnel Report) Training within the past 6 months?

18. Have you completed the DoD Information Assurance Awareness Training within the past 12 months?

NOTE: You are required to attend the Anti-Terrorism Training and the AOR Briefing on the country you are transferring to. The AOR Briefing must be within 90 days of your report date to the new duty station.

19. Will you be shipping pets?*

Pets are strictly your responsibility. After your flights have been booked to your new duty station, you will need to contact the airline to book your pet(s). There have been numerous problems transporting pet(s) during the summer months and airlines may refuse to transport them. We will do our best to book you on an airline that ships pets, but it is ultimately your responsibility to get them to your new duty station.

20. List your weapons you want to ship so they may be listed on your PCS Orders. Use this format: Manufacturer, Model and Serial #.

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, Korea or Turkey. Weapons may be stored with non-temp storage items.

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.)

Comments:

21. The airlines now require we provide an emergency contact name and number for the traveler. This needs to be a family member. Please provide full name, home phone number and work phone number. *

22. We will also need a contact name, address and phone number after you move out of your residence in case we need to get in touch with you. *

23. Actual Place of Residence. Please list your home of record, city and state. If this is not your current home address, it needs to be a location where you own property or where your family resides. *

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 me know so they can be e-mailed to you. If you have any questions or concerns, please do not hesitate to contact the Relocation Team at HRRelocation@aafes.com.

COMMENTS OR QUESTIONS:

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.

Finish

Cancel