

REQUEST AND AUTHORIZATION FOR PERMANENT CHANGE OF STATION - MILITARY

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force E.O. 9397 (SSN) as amended. Powers and duties; delegation by 8032, General duties; implemented by Air Force Instruction 36-2102, Base-level Relocation Procedures.
 PURPOSE: Each type of relocation of Air Force personnel requires specific actions described either on a checklist or by sending a form letter to the applicable base activity having a responsibility for ensuring accomplishment of the action.
 ROUTINE USES: In addition to those disclosures generally under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)3. 'Blanket Routine Uses' apply.
 DISCLOSURE: VOLUNTARY; SSN is used to reference member's official records. Failure to provide SSN may make it difficult for member to receive pay and entitlements in coordination with Permanent Change of Station.

The following individual will proceed on permanent change of station: ☐ PCS without PCA ☒ PCS with PCA TED JUL 16

1. GRADE, NAME (Last, First, Middle Initial)
 [REDACTED] 2. SSAN
 [REDACTED] 3. SAFSC/CAFSC
 17D4Y

4. SECURITY CLEARANCE (include date of last investigation)
 SCI(DCID 1/14 ELIGIBLE) PHASE PERIODICAL REINVESTIGATION 22 OCT 2012 5. REPORT TO COMDR, NEW ASSIGNMENT
 NLT: 31 JUL 6. TRAVEL DAYS AUTHORIZED IF TRAVELING BY PRIVATELY - OWNED CONVEYANCE: 5

7. TDY ENROUTE

8. UNIT, MAJOR COMMAND AND ADDRESS OF UNIT FROM WHICH RELIEVED:
 SPC 721 COMMUNICATIONS
 CHEYENNE MTN CO 809140000 9. UNIT, MAJOR COMMAND AND ADDRESS OF UNIT TO BE ASSIGNED:
 AHQ OL A650 HQ
 PENTAGON VA 203309998

10. TYPE OF TOUR ☐ ACCOMPANIED ☐ UNACCOMPANIED
 (Check One) ☐ UNACCOMPANIED, DEPENDENTS RESTRICTED 11. TOUR LENGTH (Total No. of Months) 12. EXTENDED LONG TOUR VOL
 NO

13. DEPENDENT TRAVEL:
 ☐ A. CONCURRENT TRAVEL IS AUTOMATIC
 ☐ B. CONCURRENT TRAVEL IS APPROVED
 ☐ C. DEPENDENT TRAVEL IS DELAYED FOR LESS THAN 20 WEEKS
 ☐ D. DEPENDENT TRAVEL IS DELAYED FOR MORE THAN 20 WEEKS
 ☐ E. TRAVEL IS AUTHORIZED TO A DESIGNATED PLACE 14. THIS IS A JOIN-SPOUSE ASSIGNMENT (Include spouse's grade, name & SSN)
 NO 15. AUTHORITY FOR CCTVL:

16. HOMEBASING/FOLLOW-ON ASSIGNMENT (Include AAN, GPAS and RNLT)

17. DEPENDENT(s): (List names, DOB of children, relationship to member and current address)

[REDACTED] COLORADO SPRINGS CO 80922-2446
 [REDACTED] COLORADO SPRINGS CO 80922-2446

18. PCS EXPENSE CHARGEABLE TO: 5763500 326 5761.0* 525725 Insert Applicable Subproject Shred 19. AUTHORITY AND PCS CODE
 AFI 36-2110
 CIG: [REDACTED] TAC: F67C ATAC: F67C10* PCS ID: E AAN: [REDACTED]
 NTS CHARGEABLE TO: [REDACTED]

20. AETC/FM TDY Funding. 21. SDN:
 [REDACTED]

20a. All other TDY Enroute Funding.

Pursuant to AFI 32-6001, you will report to the base housing referral office servicing your new duty station before entering any rental, lease, or purchase agreement for off-base housing.

22. REMARKS (Submit travel voucher within 5 workdays after completion of travel. If TDY enroute is authorized, attach receipts showing cost of all lodging used.
 All promotional items incurred while PCS/TDY must be turned in to AFO upon arrival at gaining base. See reverse for remarks.)

PCS ADSC: 24 MONTHS TRAINING ADSC: MONTHS (See AFI 36-2107)

01. UPON RECEIPT OF ORDERS CONTACT THE TRAFFIC MANAGEMENT OFFICE (TMO) TO MAKE ARRANGEMENTS FOR HHGS SHIPMENT AND TRAVEL.

02. UPON RECEIPT OF ORDERS CONTACT THE FINANCIAL SERVICES OFFICE (FSO) TO MAKE FINANCIAL ARRANGEMENTS AND ADVISEMENT.

23. DATE 06 APR 24. APPROVING OFFICIAL (Type Name and Grade)
 [REDACTED], SA AFOSI, USAF, SECTION CHIEF, CAREER DEVE 25. SIGNATURE OF APPROVING OFFICIAL
 // SIGNED //

26. DESIGNATION AND LOCATION OF HQ DEPT OF THE AIR FORCE:
 AFPC RANDOLPH AFB TX 78150-0000 27. SPECIAL ORDER NO:
 [REDACTED] 28. DATE
 07 APR

29. TDN
 FOR THE COMMANDER

30. DISTRIBUTION: AA

31. SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL
 //signed//
 [REDACTED] SSG
 USAF, FUNDING AUTHENTICATOR, TFSC-SA

32. ADDRESS OF GAINING MPF:
 11 FSS OL-P
 WASHINGTON DC 20330-1240

REQUEST AND AUTHORIZATION FOR PERMANENT CHANGE OF STATION - MILITARY

This contains information which must be protected IAW AFI 33-332 and DoD Regulation 5400.00; Privacy Act of 1974 as Amended Applies, and it is for Official Use Only (FOUO). It must be protected or Privacy Act information removed prior to further disclosure.

33. CONTINUATION

17. DEPENDENTS CONTINUED:

COLORADO SPRINGS CO 80922-2446

22. CONTINUED

03. AIRMAN MUST BE IN UNIFORM AT FINAL OUT-PROCESSING APPOINTMENT. ALL REQUIREMENTS FOR THIS PCS ASSIGNMENT INCLUDING MEMBER'S AND DEPENDENT (S) MEDICAL, PASSPORT/VISAS, COMMAND SPONSORSHIP, CLEARANCE APPROVAL FOR OVERSEAS (OCONUS) ASSIGNMENTS, DENTAL, SECURITY CLEARANCE, RETAINABILITY, TO INCLUDE THE AF FORM 63, ACTIVE DUTY SERVICE COMMITMENT (ADSC) ACKNOWLEDGEMENT STATEMENT, AF FORM 4380, AIR FORCE SPECIAL NEEDS SCREENER (AS REQUIRED), ALL PPC REQUIREMENTS AND APPROVAL OR DISAPPROVAL OF FOLLOW-ON OR HOME-BASING APPLICATION FROM THE ASSIGNMENT AUTHORITY, IF ELIGIBLE WERE COMPLETED ON:_____.

04. IAW PUBLIC LAW 105-264, GOVERNMENT TRAVEL CARD (GTC) USE IS MANDATORY FOR ALL AUTHORIZED EXPENSES UNLESS OTHERWISE EXEMPTED UNDER SPECIFIC PROVISIONS DETAILED IN PARA E OF THE TRAVEL TRANSPORTATION REFORM ACT. IF AIRMAN IS A GTC HOLDER USE OF HIS/HER INDIVIDUALLY BILLED ACCOUNT IS MANDATORY FOR ALL COMMERCIAL TRANSPORTATION ARRANGEMENTS AND ADVANCE TRAVEL PAY IS NOT AUTHORIZED. IF AIRMAN IS A NONCARD HOLDER THE CENTRALLY BILLED ACCOUNT WILL BE UTILIZED FOR ALL COMMERCIAL TRANSPORTATION ARRANGEMENTS.

05. IAW DEFENSE DIRECTIVE (DODD) 4500.09E, TRANSPORTATION AND TRAFFIC MANAGEMENT, CHAP 401, PARA O.2 - REQUIRED POLICY. THE COMPLETION OF A CUSTOMER SATISFACTION SURVEY (CSS) FOR EACH SHIPMENT DELIVERED IS REQUIRED WITHIN SEVEN DAYS OF EACH COMPLETE SHIPMENT DELIVERY. AIRMEN /EMPLOYEES ARE REQUIRED TO COMPLETE A CSS VIA THE WEB: [HTTP://WWW.SDDC.ARMY.MIL/SDDC/CONTENT/PUB/46819//CSS%20BROCHURE%20V2.PDF](http://www.sddc.army.mil/sddc/content/pub/46819/CSS%20BROCHURE%20V2.PDF). AFTER REVIEWING THE INSTRUCTIONS, YOU MAY ACCESS AND COMPLETE THE SURVEY AT THE FOLLOWING LINK. [HTTP://WWW.MOVE.MIL/](http://www.move.mil/).

06. EACH TRAVELER(S) ON THIS ORDER IS AUTHORIZED UP TO 2 CHECKED PIECES OF BAGGAGE NOT TO EXCEED 70 POUNDS EACH. IF TRAVELER(S) INCUR A CHARGE(S) FOR EXCEEDING THEIR COMMERCIAL AIRLINE'S OR MODE OF TRANSPORT WEIGHT LIMIT, AS A RESULT OF BAGGAGE AUTHORIZED BY THIS ORDER; THIS CHARGE(S) WILL BE REIMBURSABLE. AMC (PATRIOT EXPRESS) FLIGHTS ALLOW 2 CHECKED PIECES OF BAGGAGE NOT TO EXCEED 70 POUNDS EACH (OR 62 LINEAR INCHES - THE SUM OF THE LENGTH PLUS THE WIDTH PLUS THE HEIGHT). EXCESS ACCOMPANIED BAGGAGE IS NOT AUTHORIZED OR APPROVED FOR TRAVELER'S PREFERENCE, PERSONAL CONVENIENCE OR IF CONTRARY TO THE GOV'T'S INTEREST. ANY EXCESS BAGGAGE FEES CHARGED OTHERWISE MUST BE AUTHORIZED OR APPROVED BY THE APPROVING OFFICIAL IAW JTR AND AFI 36-2102. ALL RECEIPTS FOR BAGGAGE ARE REQUIRED FOR REIMBURSEMENT. TRAVELER(S) MUST PAY CHARGE(S) DIRECTLY TO THE SERVICING AIRLINER OR MODE OF TRANSPORT AT THE TIME OF CHECK-IN AND CLAIM REIMBURSEMENT ON THE TRAVEL VOUCHER.

07. TRANSOCEANIC TRAVEL BY GOVERNMENT OR GOVERNMENT PROCURED AIRCRAFT IS DIRECTED. OBTAIN GOVERNMENT-PROCURED TRAVEL RESERVATIONS THROUGH THE TMF/CTO, UNDER PROVISIONS OF AFI 24-101, AND JTR. SELF-PROCUREMENT OF TRANSOCEANIC OFFICIAL TRAVEL AND USE OF FOREIGN FLAG (NON-US) CARRIERS ARE NOT AUTHORIZED UNLESS SPECIFICALLY APPROVED PRIOR TO TRAVEL BY A STATEMENT OF NON-AVAILABILITY AND AUTHORIZATION PROVIDED BY THE TMF/CTO. IF YOU NEED ASSISTANCE WITH YOUR RESERVATIONS CONTACT THE FOLLOWING: AMC FLIGHT CHANGES - 1-800-851-3144 OR ANY TRAFFIC MANAGEMENT OFFICE.

08. DOS: 08 AUG 3888 / AAR: V7 CONUS TO CONUS OTHER THAN PME GRAD/PPCS: CQ3, SCI, SCJ.

09. DEPARTURE CERTIFICATION: I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE I WILL DEPART PCS AT _____ (HRS) _____ (DATE) _____ SIGNATURE

10. AIRMAN IS AUTHORIZED PCS WEIGHT ALLOWANCES AS PROVIDED IN JTR PARS. 5202 AND 5208-A, PERMANENT DUTY TRAVEL PART A: MEMBERS ONLY/SEC (5168-5321); THE OS FURNISHINGS AND QTRS AVAILABILITY LISTING AND THE CONSIGNMENT GUIDE, COUNTRY SPECIFIC INSTRUCTIONS OR COUNTRY INSTRUCTIONS FOR ARMY/AIR FORCE POST OFFICES/FLEET POST OFFICES (APOS/FPOS). OVERSEAS FURNISHINGS AND QUARTERS AVAILABILITY LISTINGS MAY AUTHORIZE ADDITIONAL WEIGHT CONTINGENT UPON THE MEMBER'S RANK/GRADE AND UNACCOMPANIED HOUSING AVAILABILITY. MBR MUST CONTACT TMO FOR ARRANGEMENTS AND ENTITLEMENTS INFORMATION.

11. DEPENDENT(S) HAVE BEEN MEDICALLY CLEARED FOR TRAVEL, (28 MAR 2016).

12. AIRMEN HAS MET ALL PPC REQUIREMENTS; PPCS CQ3, SCI, SCJ.