

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: <input type="checkbox"/> PCS without PCA <input checked="" type="checkbox"/> PCS with PCA			TED MAR 24		
1. GRADE, NAME (Last, First, Middle Initial) MSG LUCAS, BRIAN C		2. SSAN 164-64-1713		3. SAFSC/CAFSC T1A3711	
4. SECURITY CLEARANCE (include date of last investigation) SCI(DCIC 1/14 ELIGIBLE) NAC PLUS SPECIAL INVESTIGATIVE INQUIRY 29 JUL 2015		5. REPORT TO COMDR, NEW ASSIGNMENT NLT: 31 MAR 2024		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: EUR 1 NATO AWACS OPS SQ FF2050 GEILENKIRCHEN DE 091040000			9. UNIT, MAJOR COMMAND AND ADDRESS OF UNIT TO BE ASSIGNED: SAJ OL NAOC US STRATEGIC CMD JQ FFS9D0 OFFUTT NE 681130000		
10. TYPE OF TOUR <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED (Check One) <input type="checkbox"/> UNACCOMPANIED, DEPENDENTS RESTRICTED			11. TOUR LENGTH (Total No. of Months) 12. EXTENDED LONG TOUR VOL NO		
13. DEPENDENT TRAVEL: <input type="checkbox"/> A. CONCURRENT TRAVEL IS AUTOMATIC <input checked="" type="checkbox"/> B. CONCURRENT TRAVEL IS APPROVED <input type="checkbox"/> C. DEPENDENT TRAVEL IS DELAYED FOR LESS THAN 20 WEEKS <input type="checkbox"/> D. DEPENDENT TRAVEL IS DELAYED FOR MORE THAN 20 WEEKS <input type="checkbox"/> 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: APPROVED IAW STOP MOVEMENT/COVID 19 GUIDANCE		
16. HOMEBASING/FOLLOW-ON ASSIGNMENT (Include AAN, GPAS and RNLT D)					
17. DEPENDENT(S): (List names, DOB of children, relationship to member and current address) LUCAS, TOWNER KENTON CHILD 12 OCT 2012 LANDSTRASSE 56 SELFKANT WEHR DE 52538 LUCAS, HESTER L SPOUSE 24 JUL 1983 LANDSTRASSE 56 SELFKANT WEHR DE 52538					
18. PCS EXPENSE CHARGEABLE TO: 574 3500 324 480Z 58710* 05 525725 NTS CHARGEABLE TO: 57\$ 3500 32\$ 480Z 58780N 05 525725			19. AUTHORITY AND PCS CODE DAFI 36-2110 Branch of Service: AIR FORCE PCS ID: J AAN: 0340N00959		
20. AETC/FM TDY Funding.			21. SDN: HHG: PB58714002MP0H TAC: G48J INT: PB58714003MM0A TAC: G48J NTS: PB58784001MP0N TAC: GN8J POVNTS: PB58714004MP0V TAC: GP8J PVSSHP: PB58714005MP0P TAC: G4JP		
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: 12 MONTHS TRAINING ADSC: 0 MONTHS (See AFI 36-2107) 22A. DEPARTURE CERTIFICATION: I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE I WILL DEPART PCS AT _____ (HRS) _____ (DATE) _____ SIGNATURE 22B. DOS: 6 MAR 2027, AAR: 03, DEROS: 23 MAR 2024					
23. DATE 19 OCT 2023		24. APPROVING OFFICIAL (Type Name and Grade) CASTILLO, JOMAR, TSG, USAF, NCOIC FSMPS		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: AR-007120		28. DATE 20 OCT 2023	
		29. TDN FOR THE COMMANDER			
30. DISTRIBUTION: AA		31. SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL //signed// AKIA J WILSON, SSG USAF, ASSIGNMENTS/ADSC TECHNICIAN			
32. ADDRESS OF GAINING MPF: 55 FSS OFFUTT AFB NE 68113-4035					

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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:

LUCAS, PORTER EVAN CHILD 02 JAN 2016 LANDSTRASSE 56 SELFKANT WEHR DE 52538

22. CONTINUED

22C. SERVICE MEMBER (SM) IS ELIGIBLE/PARTICIPATING IN AFPC'S ACCELERATED ORDER INITIATIVE (AOI). THIS ORDER DOESN'T AUTHORIZE SM TO ENGAGE IN FINANCIAL OBLIGATIONS THAT WILL CAUSE A HARDSHIP. SMS IDENTIFIED AS PRP AND/OR ELECTING AN OS ACCOMPANIED TOUR, EFMP, REQUIRES FMTS COMPLETION (CONUS NON-EFMP); THIS ORDER IS NOT VALID FOR PASSENGER TRAVEL OR VOUCHERING UNLESS ACCOMPANIED BY AN AMENDMENT VALIDATING THE PRP AND/OR DEPENDENT FMTS CLEARANCE(S) ARE FINALIZED. THIS ORDER IS ONLY VALID FOR SCHEDULING HHGS, PASSENGER TRAVEL & PROCESSING PASSPORT/VISA APPLICATIONS AS REQUIRED. MPFS MUST ENSURE ALL ASSIGNMENT REQUIREMENTS, IAW AFMAN 36-2102, (IE MEDICAL/DENTAL/FMTS CLEARANCE, ETC.) ARE COMPLETED PRIOR TO SCHEDULING FINAL-OUT APPOINTMENTS. SMS ARE NOT AUTHORIZED TO DEPART WITHOUT AN AUTHENTICATED AMENDMENT DOCUMENTING CONFIRMATION OF THE PRP AND/OR DEPENDENT FMTS CLEARANCE(S) (AS APPLICABLE). SMS MAY BE SUBJECT TO UCMJ/DISCIPLINARY ACTION IF MANDATORY PCS ITEMS ARE NOT ACCOMPLISHED, IAW AFI 1-1

22D. ALL TRAVELERS ELIGIBLE FOR A GTCC SHOULD HAVE ONE AND USE IT TO THE MAXIMUM EXTENT POSSIBLE FOR OFFICIAL GOVERNMENT TRAVEL EXPENSES (TDY, DEPLOYMENT, PCS). 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. (DOES NOT APPLY TO PCS IDS 'V' & 'M') "FEES INCURRED FOR CONVENTIONAL LODGING ARE AUTHORIZED, IAW JTR TABLE 2-16."

22E. CONTACT/VISIT THE FINANCIAL SERVICES OFFICE (FSO) UPON RECEIPT OF ORDERS TO MAKE FINANCIAL ARRANGEMENTS AND ADVISEMENT.

22F. MEMBER MAY BE ELIGIBLE FOR REIMBURSEMENT OF COST OF DEPENDENT SPOUSE'S QUALIFYING STATE RE-LICENSING OR RE-CERTIFICATION FEES NOT TO EXCEED \$1000.00. LEARN MORE ABOUT LICENSING AND CERTIFICATIONS FROM THE INSTALLATION AIRMAN & FAMILY READINESS CENTER, THE DEPARTMENT OF LABOR WEBSITE AT [HTTPS://WWW.VETERANS.GOV/MILSPOUSES](https://www.veterans.gov/milspouses), AND THE DOD SPOUSE EDUCATION AND CAREER OPPORTUNITIES PROGRAM AT [HTTPS://MYSECO.MILITARYONESOURCE.MIL](https://myseco.militaryonesource.mil). FREE CAREER COACH COUNSELING IS ALSO AVAILABLE BY CALLING 800-342-9647.

22G. UPON RECEIPT OF ORDERS CONTACT THE TRAFFIC MANAGEMENT OFFICE (TMO) TO MAKE ARRANGEMENTS FOR HHGS SHIPMENT AND TRAVEL. 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/).

22H. EACH TRAVELER(S) ON THIS ORDER IS AUTHORIZED UP TO 2 CHECKED PIECES OF BAGGAGE NOT TO EXCEED 70 POUNDS EACH. COMMERCIAL AIRLINES USING DIFFERENT WEIGHT STANDARDS MAY AUTOMATICALLY CHARGE BAGGAGE FEES TO EACH TRAVELER (S) ON THIS ORDER. IN THIS CASE, AS LONG AS THE NUMBER OF CHECK PIECES AND WEIGHT LIMIT PREVIOUSLY STATED IS NOT EXCEEDED, A CHECKED BAGGAGE EXPENSE IS STILL REIMBURSABLE. 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.

22I. AIRMAN MUST BE IN UNIFORM AT FINAL OUT-PROCESSING APPOINTMENT. AIRMAN MUST COMPLETE ALL REASSIGNMENT REQUIREMENTS FOR THE PCS PRIOR TO FINAL OUT APPOINTMENT AND DEPARTURE FROM PDS. TO INCLUDE MEMBER'S & DEPENDENT(S) MEDICAL AND DENTAL CLEARANCE, PASSPORT/VISAS, COMMAND SPONSORSHIP, APPROVAL FOR (OCONUS) ASSIGNMENTS, SECURITY CLEARANCE, RETAINABILITY INCLUDING AF FORM 63, ACTIVE DUTY SERVICE COMMITMENT (ADSC) AF FORM 4380, AIR FORCE SPECIAL NEEDS SCREENER (AS REQUIRED), PPCS REQUIREMENTS AND FOLLOW-ON OR HOME-BASING APP/DISAPP (AS REQUIRED).

22J. AIRMAN IS AUTHORIZED PCS WEIGHT ALLOWANCES AND NTS AS SPECIFIED IN THE JTR TABLE 5-37 AND PAR. 0514, DTMO WEBSITE. THE LOSING PDS TMO WILL DETERMINE HHG RESTRICTIONS AND ENTITLEMENTS FOR THE GAINING LOCATION.

22K. AIRMEN HAS MET ALL PPC REQUIREMENT FOR PPCS : N/A

22L. POV SHIPMENT/TRANSPORTATION ENTITLEMENT AUTHORIZATION/VALIDATION IAW THE JTR, PPCIG, AND PPA HQ ADVISORY 17-001

22M. AIRMEN AND DEPENDENTS RETURNING FROM OVERSEAS MUST SURRENDER NO-FEE PASSPORTS TO THEIR CONUS MPF UPON IN-PROCESSING.

22N. 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: IF YOU NEED ASSISTANCE WITH YOUR RESERVATION CONTACT YOUR TRAFFIC MANAGEMENT OFFICE OR LOCAL BOOKING AGENCY.

22O. AIRMEN TRAVELING INTERNATIONALLY ARE DIRECTED TO REVIEW THE FOREIGN CLEARANCE GUIDE (FCG), [HTTPS://WWW.FCG.PENTAGON.MIL/FCG.CFM](https://www.fcg.pentagon.mil/fcg.cfm), FOR THEMSELVES AND THEIR ENTIRE TRAVELING PARTY (TO INCLUDE DEPENDENTS) TO ENSURE THAT ALL COUNTRY REQUIREMENTS ARE MET PRIOR TO ARRIVAL. COUNTRY-SPECIFIC REQUIREMENTS ARE DYNAMIC AND UPDATES MAY BE MADE AFTER DEPARTURE FROM THE LOSING LOCATION BUT PRIOR TO ARRIVAL TO THE GAINING COUNTRY; THE FCG SHOULD BE REFERENCED EARLY AND OFTEN DURING TRAVEL PLANNING AND EXECUTION OF TRAVEL.

22P. IF YOU HAVE SCHOOL AGE DEPENDENTS ACCOMPANYING YOU ON THESE ORDERS, CONTACT YOUR INSTALLATION SCHOOL LIAISON TO ASSIST WITH IMPORTANT EDUCATION TRANSITION INFORMATION. A LISTING OF SCHOOL LIAISONS CAN BE FOUND AT [HTTPS://INSTALLATIONS.MILITARYONESOURCE.MIL/SEARCH?PROGRAM-SERVICE=12/VIEW-BY=ALL](https://installations.militaryonesource.mil/search?program-service=12/view-by=all) OR BY EMAILING LORI.PHIPPS@US.AF.MIL