

# REQUEST FOR ORDERS

## PART A - Type of Travel

- |  |   |
|--|---|
| <input type="checkbox"/> First Duty Station Travel                             | <input type="checkbox"/> Student Education (See Note 1)               |
| <input type="checkbox"/> Permanent Change of Station (PCS)                     | <input type="checkbox"/> Early Return of Family Members (See Note 12) |
| <input type="checkbox"/> Separation (includes Retirement) Travel (See Note 13) | <input type="checkbox"/> Replacement of POV (See Note 11)             |
| <input type="checkbox"/> Temporary Change of Station (TCS)                     | <input type="checkbox"/> Shipment of Household Goods (See Note 12)    |
| <input type="checkbox"/> Renewal Agreement Travel (See Notes 2-7, 9 & 11)      | <input type="checkbox"/> Other (specify): _____                       |

## PART B - Sponsor's Information

Name \_\_\_\_\_ SSN: \_\_\_\_\_

Current Pay Plan/Series/Grade: \_\_\_\_\_ Current Position Title: \_\_\_\_\_

Current Organization: \_\_\_\_\_ ZIP Code/APO: \_\_\_\_\_

Retirement Plan Code (insert retirement code from Block 30 of most recent SF-50): \_\_\_\_\_

Duty /Home Phone: \_\_\_\_\_ Place of Hire/Home of Record: \_\_\_\_\_

Alternate Destination(s) (See Note 4): \_\_\_\_\_

Employee's dates of travel: Depart (YYYY-MM-DD) \_\_\_\_\_ Return (YYYY-MM-DD) \_\_\_\_\_

## PART C - Family Member(s) Information

Family Member Travel:  Concurrent  Delayed  Early Return

Family Member Travel: from \_\_\_\_\_ to \_\_\_\_\_  
(City & State of Residence) City & State

Student Travel: **One way** only originating in:  CONUS  Overseas

Student Travel location: **from** \_\_\_\_\_ **to** \_\_\_\_\_

School Name & Address: \_\_\_\_\_

Current enrollment period (dates): **from** (YYYY-MM-DD) \_\_\_\_\_ **to** (YYYY-MM-DD) \_\_\_\_\_

Family Member Name(s) <small>(Last, First, MI)</small>	Relationship	Birth Date (See Note 6) <small>(YYYY-MM-DD)</small>	Travel Dates (See Note 5)	
			Depart <small>(YYYY-MM-DD)</small>	Return <small>(YYYY-MM-DD)</small>

## PART D - PCS Information

Gaining Organization & Address: \_\_\_\_\_

New Position Title, Series, Grade: \_\_\_\_\_

Reporting date (YYYY-MM-DD): \_\_\_\_\_

## PART E - Other Shipment Information

- |   |  |                             |
|---|--|-----------------------------|
| Shipment of Privately Owned Vehicle (POV):        | <input type="checkbox"/> Yes (See Notes 10 & 11) | <input type="checkbox"/> No |
| Shipment of Household Goods (HHGs):               | <input type="checkbox"/> Yes                     | <input type="checkbox"/> No |
| Shipment of Nontemporary Temporary Storage (NTS): | <input type="checkbox"/> Yes                     | <input type="checkbox"/> No |
| Shipment of Privately Owned Firearms:             | <input type="checkbox"/> Yes (See Note 8)        | <input type="checkbox"/> No |

**PART F - Mode of Travel**

**Government.** I request Government transportation and understand that I must report to TMO to request a Port Call. I also understand that failure to respond to a Port Call will result in forfeiture of Government Travel entitlements for me and my family members.

**Privately Owned Vehicle (POV).** I am requesting orders for OCONUS travel and will use my POV for this purpose.

**Commercial.** I request commercial transportation. I understand that reimbursement is limited up to the current official government rate and only when ticket(s) are purchased from the following sources and under conditions stated below:

a. The Contract Ticket Office (CTO)

b. When the services of the CTO are not reasonably available, then ticketing arrangements may be secured from a branch office or general agent of an American flag carrier. Traveler must demonstrate, in writing, to the servicing finance office that the services of the CTO were not reasonably available.

c. When the services of the CTO are not reasonably available and ticketing arrangements cannot be secured from a branch office or general agent of an American flag carrier, the use of travel agents not under contract of the U.S. Government is authorized. Traveler must demonstrate, in writing, to the servicing finance office that the services of the CTO were not reasonably available and the ticketing arrangements could not be secured from a branch office or general agent of an American flag carrier.

**PART G - Employee Certification, Supervisor Approval and Fund Certification**

1. **Employee Certification:** I certify that the information provided in this request is correct and complete to the best of my knowledge.

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date (M/D/YY))

2. **Supervisor's Approval:**

\_\_\_\_\_  
(Supervisor's Printed or Typed Name)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date Approved (M/D/YY))

3. **Fund Certification:** (*Applicable only to current Army Civilians in Europe*). Obtain from your Resource Management Office):

a. Payroll Fund Cite (**Except Student Travel**): \_\_\_\_\_  
\_\_\_\_\_

b. Student Travel Fund Cite (**Student Travel Only**): \_\_\_\_\_  
\_\_\_\_\_

c. PCS/Separation/Retirement/Renewal Agreement Travel/Advance Return of Family Members  
Fund Cite (**Non-USAREUR Organizations only**):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Fund Certifying Official's Signature)

\_\_\_\_\_  
(Date (M/D/YY))

## NOTES TO REQUEST FOR TRAVEL ORDERS

**Note 1: Student Travel:** You must be eligible for a Living Quarters Allowance (LQA) or Government owned or operated quarters to request student travel orders. Current documentation showing the student is enrolled full-time must be attached to the request for orders. Documentation is required each time student education travel is requested. Secondary school (Grade 9-12) or college (undergraduate) must be located in the US (including Alaska and Hawaii). Student is authorized to ship 350 pounds net weight of unaccompanied baggage. You must also obtain a student travel fund cite from your Resource Management Office (RMO). Ref: Section 280, DSSR <http://www.state.gov/www/perdiems/dssr/regs000.html>

**Note 2: Renewal Agreement Travel Noncumulative:** RAT entitlement is for use between consecutive periods of continuous overseas employment and may be performed between the date of completion of one agreement and before serving another tour of duty pursuant to a written agreement. Entitlement to renewal agreement travel is not cumulative from one period of service to another if not used (Para C4157, JTR Vol II) <http://www.dtic.mil/perdiem/trvregs.html>. RAT must be performed during your window of eligibility as indicated below:

- a. Initial tour (normally 36 mo.): Initial tour has a 18 month window to perform RAT. The window is 6 months prior to initial tour completion and not later than 12 months before completion of tour provided the employee has agreed to a renewal agreement tour (normally 24 mo.). In no instance will RAT be authorized if you have less than 12 months remaining on a tour.
- b. Renewal tour (normally 24 mo.): Renewal tour has a 14 month window to perform RAT. The window is 2 months prior to completion of the renewal tour and not later than 12 months before completion of tour provided the employee has agreed to another renewal agreement tour (normally 24 mo.). In no instance will RAT be authorized if you have less than 12 months remaining on a tour.

**Note 3: Leave Status during Absences from Duty:** You must have approved leave from your supervisor prior to taking RAT. You may be entitled to use home leave, or leave-free travel time (use limited to 1 time per tour), or may be in a leave with or without pay status. A **copy** of your approved leave request SF 71 must be attached to this request if requesting Renewal Agreement Travel.

**Note 4: Alternate Point Destination:** RAT may be performed to a location in the 50 states and District of Columbia (DC), the Commonwealths of Puerto Rico and the Northern Mariana Island, a U.S. territory or possession, or another country in which the place of actual residence is located other than the location of the place of actual residence; however, an employee whose actual residence is in the 50 states or DC must spend the majority of the RAT time in the 50 states, DC, the Commonwealths of Puerto Rico and the Northern Mariana Island, or a U.S. territory or possession incident to RAT to be entitled to the allowance authorized. The amount allowed for travel and transportation expenses when travel is to an alternate location shall not exceed the amount which would have been allowed for travel over a usually traveled route from the permanent duty station to the place of actual residence and return to the same or different PDS outside CONUS as the case may be. (Ref Para C4162, JTR Vol II) <http://www.dtic.mil/perdiem/trvregs.html>

**Note 5: Travel in Family Unit Not Required:** You may travel alone or be accompanied by family members. Family members may travel unaccompanied but cannot perform round trip travel under renewal agreement authority if you do not perform authorized renewal agreement travel. Unaccompanied family members will not be allowed delayed use of renewal agreement authority beyond 6 months after the date you begin such travel. (Ref Para C4156, JTR Vol II) <http://www.dtic.mil/perdiem/trvregs.html>

**Note 6: Children Over 21 Years of Age:** If your dependent(s) become(s) 21 years old while you are assigned OCONUS, you are entitled to return travel for the former dependent(s) to your actual residence in the U.S. provided the last OCONUS travel was at Government expense as your dependent. The former dependent's travel is authorized when you are assigned to a PDS in the U.S.; travels to the actual residence in the U.S. for separation; or travels to the U.S. pursuant to renewal agreement. In any other situation, the authority for return to the U.S. is under the provisions applicable to early return of a dependent (other than for compassionate reasons). In any case, return of a former dependent(s) must be not later than when you are next eligible for travel or by the end of your tour under the current agreement. Except when travel is authorized under early return provisions, return travel authorization for a former dependent is contingent upon your authorized travel to the U.S. Ref: Para C7003, JTR Vol II <http://www.dtic.mil/perdiem/trvregs.html>

**Note 7: Transportation of Baggage:** The maximum baggage allowance that may be authorized at Government expense for you and family members returning to place of actual residence for the purpose of taking RAT, will not exceed 350 lbs. for each eligible adult and 175 lbs. for each family member under 12 years of age when travel is performed by ship. When travel is performed over ocean by air the maximum baggage weight allowance that may be authorized at Government expense will not exceed 100 lbs. per person (excluding free checkable baggage). If the baggage moves as accompanied, the authorized amount will be considered as gross weight. If it is shipped as unaccompanied baggage, the authorized amount will be considered as net weight. Shipment of HHG at Government expense as baggage is prohibited in connection with RAT. Baggage allowance will be limited to personal clothing and articles necessary for the trip. (Ref Para C2305, JTR Vol II) <http://www.dtic.mil/perdiem/trvregs.html>

**Note 8: Shipment of Privately Owned Firearms (POF):** In accordance with paragraph 8 of USAREUR Regulation 190-6 firearms can only be imported into Germany if the firearm owner possesses a German weapons registration card (Waffenbesitzkarte or WBK). The importation of firearms that are not registered with a WBK is prohibited. There are exceptions for people with a valid German hunting license (Jagdschein) for long guns. Civilian employees who ship or hand carry weapons to Germany are subject to prosecution by German authorities for violation of German Weapons Law. Travelers are instructed to contact their servicing Installation Transportation Office (ITO). Employees moving to Italy, Belgium or the UK should contact the servicing CPAC for information concerning shipping firearms before packing out.

**Note 9: Renewal Agreement Travel Limitations:**

a. Household Goods (HHG): There is no entitlement to ship HHG in connection with RAT. However, the signing of a renewal agreement in connection with RAT can be the basis for reestablishing expired entitlement for transportation of HHG and family members to extent of prior authorization that was unused.

b. Unaccompanied Family Members: Travel entitlements for unaccompanied family members (see note 3 above).

c. Duplicate eligibility. Duplicate transportation will not be authorized for persons who may be separately eligible for RAT as an employee and as a family member. (Ref Para C4163D, JTR Vol II) <http://www.dtic.mil/perdiem/trvlregs.html>

**Note 10: POV Shipment (PCS):** Civilian personnel who want to ship a vehicle at Government expenses to/from overseas must present an original certificate of title or a certified copy of the title, according to U.S. Customs Service regulations. If the vehicle is leased or has a lien, the shipper must also present a letter from the lien-holder authorizing shipment. VPCs will no longer ship POVs without the title and a lien-holder release letter. Shippers are encouraged to review the MTMC pamphlet "Shipping Your POV" which is available online at <http://www.mtmc.army.mil/CONTENT/8808/DBCN8808.pdf>

If you plan to ship a foreign privately owned vehicle (FPOV) at Government expense to CONU, the FPOV must meet Department of Transportation (DOT) and US Environmental Protection Agency (EPA) standards (i.e. US Specifications). Ref Chapter 9, JTR Vol II <http://www.dtic.mil/perdiem/trvlregs.html>

**Note 11: POV Shipment RAT/Replacement Vehicle:** If you plan to ship a POV from CONUS as a replacement vehicle (once every 4 years) attach a copy of your latest POV shipping document (DD Form 788). If reestablishing previously unused shipping entitlements on Renewal Agreement Travel order please provide a signed statement that you never used your POV shipping entitlements on your initial orders and have not shipped a POV overseas at Government expense. (Ref Para C1105, JTR Vol II) <http://www.dtic.mil/perdiem/trvlregs.html>

**Note 12: Return of Family Members and HHG Prior to Return of Employee:**

1. Transportation for the return of family members and HHG prior to your return may be authorized in the following circumstances:

a. When you have acquired eligibility for return transportation by satisfactorily completing the minimum period of service. No documentation required other than a request for orders,

b. When it is determined by the overseas command concerned that the best interests of the Government will be serviced by the return of the family member(s) for compelling personal reason of a humanitarian or compassionate nature such as physical or mental health, death of any member of the immediate family, or obligations imposed by authority or circumstances over which the employee has no control. You must attach a copy of the commander's approval for early return of family member(s) or a command directed early return of family members.

2. If the early return of family members and/or HHG is prior to you attaining eligibility for other than the reason stated in paragraph 1a or b above, then transportation of family members and HHGs will be at the employee's expense. When eligibility is earned for return transportation at Government expense, reimbursement for the proper expense of the transportation, not to exceed the cost for transportation of the family member(s) and HHGs by the most economical route from the overseas post of duty to the place of actual residence may be requested. Paid receipts for expenses incurred will be required with the claim along with orders. Orders will not be published until attaining eligibility. If no early return of family member is involved and just shipment of HHG, then reimbursement will not be authorized until such time official orders are issued for employee's PCS or separation travel and will be limited to the cost at the time of actual return travel. Paid receipts will be required for reimbursement.

3. POV shipment is not authorized in conjunction with early return of family member(s) and/or HHG. (Ref: Para C7003 JTR Vol II) <http://www.dtic.mil/perdiem/trvlregs.html>

4. **Note 13: Refusal to Accept or Use Return Travel Entitlements Within a Reasonable Time After Release from Duty.** You lose return travel entitlements when you refuse to accept or use them after release from work status in a OCONUS position. OCONUS activity commanding officers may authorize a delay for a reasonable period upon receipt of your written request. Normally, a delay of 90 or less calendar days is reasonable. Under unusual extenuating circumstances that, in the opinion of the OCONUS activity commanding officer, warrant a longer delay, return travel may be delayed up to 2 years from the separation date. Requests for delays to accept private OCONUS employment or retire locally for the purpose of establishing an OCONUS retirement residence must not be approved. If a request for delay is not received by the OCONUS activity

commanding officer, or if the you refuse to accept or use travel entitlements at the expiration of the approved delay period, you lose the entitlements. (Ref: Para C4202, JTR Vol II) <http://www.dtic.mil/perdiem/trvregs.html>