

Robins Air Force Base 1st Duty Assignment

Information requested is required to complete your travel orders, please return this form ASAP.

Appointee's Name: _____ SSN: _____
LAST, FIRST

Current Address: _____
STREET CITY, STATE, ZIP CODE

Is the location of House Hold Goods (HHGs) different than current address? (CIRCLE ONE) YES NO

Location of HHGs: _____
STREET CITY STATE, ZIP CODE

Approximate weight of HHGs: _____ lbs (MUST PROVIDE ESTIMATE NOT TO EXCEED 18,000 LBS)

Will temporary storage of HHGs be utilized? (CIRCLE ONE) YES NO 30 days 60 days 90 days

Travel will begin from: _____ ON _____ BY: COMM AIR POV OTHER
CITY, STATE, COUNTRY DATE (CIRCLE ONE)

DD Form 1618-transportation agreement signed on: _____

Number of vehicles: 1 (Advance approval required for reimbursement of transportation of more than 1 vehicle.)

- For more information or details contact the Robins AFB transportation office at (478) 222-0119/0129

Will dependants travel concurrently? (Yes No NA) List full names with date of births: (1989/05/28)

- a. _____
b. _____
c. _____

NOTES:

- Appointee **SHOULD NOT** travel without a copy of their orders.
- All Blocks **MUST** have an entry.

Appointee's E-Mail Address: _____@_____

If any changes need to be made after the form is returned; please notify us immediately since this may affect your orders.

For questions related to your 1st Duty Move contact MaryLou Medina at wralc.dp.row@robins.af.mil

The following relocation allowances may be paid to **new government appointees** assigned to Robins AFB, Georgia.

REFERENCE: First Duty Station Travel <http://www.dfas.mil/pcs/oconus/firstdutystation.html>

1. Transportation of employee and immediate family member(s) to first duty station (Robins AFB, GA).
 - Appointee will make their own transportation arrangements through their local Travel Management Office (TMO).
http://www.defensetravel.dod.mil/Sections/HD_Main.cfm
 - Robins AFB TMO: (478) 926-3101
 - Reimbursement will not exceed the government cost.
2. Per diem for appointee only.
 - Per diem rate = Max Lodging + Meals + Incidental Rate. RAFB RATE = \$70 + \$41 + \$5 = \$116/day
 - Authorized en route travel days and per diem are determined as follows: The number of authorized travel days is the actual number of days used to complete the trip, but not to exceed an amount based on a minimum driving distance per day determined to be reasonable by your agency. The minimum driving distance shall be not less than an average of 300 miles per calendar day.
3. Shipment of Household Goods (HHGs).
 - Contact your nearest military installation for HHG shipment instructions and provide a copy of your orders as proof of authorization.
 - Employee may perform a Personal Procured Move (PPM) but must proceed to the nearest transportation office or Personal Property Processing Office (PPPO) to receive pre-brief.
 - Charges not allowed at government expense will be borne by and collected from employee.
 - All PPM's MUST be coordinated with your nearest transportation office or PPPO.
 - To file for reimbursement of PPM's, employee MUST have empty and full weight tickets; vehicle rental receipts/contract receipts, and additional expenses that may/may not be considered for reimbursement. Failure to comply may result in non-reimbursement of employee expenditures.
 - PPM reimbursement will NOT exceed the cost of a government arranged move for the same HHG weight claimed. Please contact the Robins AFB Traffic Management Office/Personal Property Processing Office at (478) 222-0119/0129 for further details or concerns.
4. Storage of HHG is authorized for up to 90 days and will not exceed that time frame without prior authorization from the personnel office.