

FULL PCS INFORMATION

(ALL BLOCKS MUST HAVE AN ENTRY)

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

Personal Info:

1. Employee's Name: _____ SSN: _____
Mailing Address: _____
Work Phone: DSN: _____ Com: _____
Home Phone: _____ Email Address: _____ @ _____
New Title: _____ Grade: _____
2. Losing PDS: _____ Reporting Date: _____ (mm/dd/yyyy)
3. Current Supervisor: _____ Office: _____ DSN #: _____

House Hunting Trip (HHT) (Circle & initial where applicable) Cannot be changed once trip has been taken.

4. Will employee be taking a HHT?: (Yes No) If yes: Actual Expense or Fixed? _____ (Initial)
Mode of travel for HHT: POV or Commercial Air. Will you require a rental car? (Yes No)
Will spouse accompany HHT? (Yes No) If yes: Will spouse travel concurrently? (Yes No)

Travel and Shipment of House Hold Goods (HHG)

5. Number of POV's _____
6. Will dependents travel concurrently? (Yes No) List full names with DOB: Doe, Jane T. 1987/02/23
a. _____
b. _____
c. _____
d. _____
7. How will employee's HHG be shipped? GBL Commercial Self Move
8. Approximate weight of HHG? _____ (MAX: 18,000 lbs) SPLIT SHIPMENT: (Yes No)
9. Will temporary storage of HHG be utilized? Up to 90 days authorized. (Yes No)
10. How many days of TQSE required: (circle one and initial) Cannot be changed once published.
Actual Expense _____ Actual = 60 days of TQSE authorized
Fixed _____ Fixed = 30 days of TQSE authorized

Real Estate

11. Will employee have fees associated with breaking a lease? (Yes No) If yes, fee: \$ _____
12. Selling a house: (Yes No) Approx sale price: _____
Will employee use the Relocation Service (Home Buyout)? (Yes No)
13. Will employee purchase a house: (Yes No) If yes, approx purchase price: \$ _____

For questions related to your PCS contact MaryLou Medina at (478) 222-0672 or wralc.dp.row@robins.af.mil

Below are some valuable PCS information links:

PCS/RELOCATION ALLOWANCES FAQs

<http://www.defensetravel.dod.mil/perdiem/faqpcs.html>

<http://www.defensetravel.dod.mil/perdiem/trvlregs.html>