

REQUEST FOR PCS OR REEMPLOYMENT LEAVE ORDERS (CIVILIAN)

1. DATE OF REQUEST

PRIVACY ACT STATEMENT

COLLECTION OF THE REQUESTED INFORMATION IS AUTHORIZED BY TITLE 5, U.S. CODE, PART 3, CHAPTER 57. THIS FORM SERVES AS A REQUEST AND AUTHORIZATION FOR PERMANENT DUTY TRAVEL OF DOD CIVILIAN PERSONNEL AND IS USED TO DETERMINE TRAVEL ORDERS. THE SOCIAL SECURITY NUMBER AND OTHER PERSONNEL INFORMATION IS REQUIRED FOR PROPER IDENTIFICATION OF THE REQUESTER. COMPLETION OF THIS FORM IS VOLUNTARY, HOWEVER, FAILURE TO PROVIDE INFORMATION MAY RESULT IN DISAPPROVAL OF THE REQUEST OR INABILITY TO PROCESS THE REQUEST.

SECTION I - TO BE COMPLETED BY EMPLOYEE REQUESTING TRAVEL ORDERS (SEE NOTE 1)

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| 2. TO: (SUPERVISOR) | 3. FROM: (FIRST NAME, MI, LAST NAME) | 4. GRADE |
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| 5. ORGANIZATION AND OFFICE PHONE NUMBER | 6. EMPLOYEE'S PASSPORT NUMBER AND EXPIRATION DATE |
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7. I COMPLETED WILL COMPLETE MY CURRENT TRANSPORTATION AGREEMENT ON _____
 I HAVE BEEN RELEASED FROM MY TRANSPORTATION AGREEMENT (ATTACH SUPPORTING DOCUMENTS).

8. I HAVE DO NOT HAVE REEMPLOYMENT RIGHTS TO A POSITION IN THE U.S.

9. I AM AM NOT SUBJECT TO MANDATORY RETURN TO THE U.S. IN (MONTH/YEAR) _____

10. DEPENDENT TRAVEL REQUESTED: ACCOMPANIED UNACCOMPANIED NOT APPLICABLE (SEE NOTE 2)

| NAME | DATE OF BIRTH | RELATIONSHIP | PASSPORT NUMBER |
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| 11. PURPOSE OF TRAVEL (SEE NOTE 3) | 12. DESTINATION | 13. EARLIEST DATE TRANSPORTATION |
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| 14. DELAYS ENROUTE DESIRED (SEE NOTE 5) | 15. EXPECTED DATE OF RETURN TO DUTY |
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| 16. ACTUAL RESIDENCE AT TIME OF OVERSEAS APPOINTMENT | 17. SHIPMENT OF POV DESIRED <input type="checkbox"/> YES <input type="checkbox"/> NO |
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| 18. SHIPMENT OF HOUSEHOLD GOODS DESIRED | 19. NUMBER OF DAYS LEAVE REQUESTED (SEE NOTE 8) |
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20. REMARKS (SEE NOTE 6)

21. EMPLOYEE'S SIGNATURE

SECTION II - TO BE COMPLETED BY SUPERVISOR AND BUDGET OFFICER

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| 22. TO: CIVILIAN PERSONNEL OFFICER | FROM: SUPERVISOR |
| 23. REMARKS: THERE IS A CONTINUING NEED FOR THIS POSITION <input type="checkbox"/> YES <input type="checkbox"/> NO | 27. FUND CITATION (INCLUDE APPROPRIATE CIC NUMBER) (SEE NOTE 7) |
| 24. TRAVEL REQUESTED IS <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED (GIVE REASONS FOR DISAPPROVAL) | |
| 25. NAME, GRADE, AND SIGNATURE OF SUPERVISOR | |
| 26. NAME, GRADE, AND SIGNATURE OF MAJOR ACTIVITY DIRECTOR | |

NOTES

1. REQUEST FOR ORDERS SHOULD BE MADE 60 TO 90 DAYS PRIOR TO DESIRED DEPARTURE DATE.
2. REQUESTS FOR SPACE REQUIRED EDUCATION TRAVEL FOR THE PURPOSE OF SENDING A DEPENDENT TO COLLEGE IN THE U.S. MUST BE ACCOMPANIED BY EVIDENCE OF ENROLLMENT, SUCH AS A LETTER FROM THE SCHOOL.
3. PURPOSE OF TRAVEL WILL INCLUDE REEMPLOYMENT LEAVE, RESIGNATION, RIF, PERMANENT CHANGE OF STATION. RETIREMENT, EDUCATIONAL TRAVEL (DEPENDENT CHILDREN), EARLY RETURN OF DEPENDENTS, LWOP, ETC.
4. INDICATE THE EARLIEST DATE TRANSPORTATION IS DESIRED FROM KOREA. PORT CALL REQUEST WILL COVER A 7 DAY SPREAD FOLLOWING DATE DESIGNATED. (FOR MAC FACILITY USE ONLY)
5. TO REQUEST A DELAY ENROUTE TO CONUS, SUBMIT A MEMO TO 25TH TRANSPORTATION BATTALION, APO AP 96205-0037 FOR PRIOR APPROVAL. (JAPAN AND HAWAII FOR MAC FACILITY USE ONLY)
6. UNDER REMARKS ENTER OTHER INFORMATION, E.G., PARTIAL OR SPLIT SHIPMENT OF HOUSEHOLD GOODS DESIRED; VARIATIONS IN ORIGIN OR DESTINATION POINTS; ADVANCE OF TRAVEL FUNDS (PCS ONLY) DESIRED; NEXT OF KIN; LIST OF FIREARMS TO BE SHIPPED, IF ANY; EMERGENCY ADDRESS ON LEAVE; ETC.
7. FOR THOSE ORGANIZATIONS WHOSE FUNDS ARE CONTROLLED BY EIGHTH UNITED STATES ARMY, THIS SECTION MAY BE LEFT BLANK. ALL OTHER ORGANIZATIONS MUST COMPLETE THE FUND CITATION PRIOR TO SUBMITTING TO THE CIVILIAN PERSONNEL OFFICE. INCLUDE COPY OF MESSAGE WITH CERTIFIED FUND CITE.
8. AN EMPLOYEE WHO TAKES LEAVE IN CONJUNCTION WITH RENEWAL AGREEMENT TRAVEL MUST HAVE COMPLETED 24 MONTHS CONTINUOUS SERVICE ABROAD IN ORDER TO HAVE THAT LEAVE CREDITED AS HOME LEAVE. OTHERWISE, ALL SUCH LEAVE WILL BE CREDITED AS ANNUAL LEAVE. IF YOU ARE TAKING LEAVE IN CONJUNCTION WITH A PCS MOVE, PLEASE STATE WHETHER LEAVE IS APPROVED ON THE ROLLS OF THE GAINING OR LOSING COMMAND. (IF LOSING COMMAND, COPY OF APPROVED LEAVE REQUEST IS REQUIRED)

CONDITIONS OF THIS REQUEST

EMPLOYEE WILL REPORT TO THE CIVILIAN PERSONNEL OFFICE FOR EXIT PROCESSING. TRANSPORTATION WILL BE ARRANGED ON THE BASIC OF FOREGOING INFORMATION AND AFTER COMPLETION ARRANGEMENT WILL NOT BE CHANGED FOR EMPLOYEE CONVENIENCE.

PRIOR TO DEPARTURE ON LEAVE, ARRANGEMENT WILL BE MADE TO INSURE THAT PERSONAL MATTERS AND EFFECTS ARE HANDLED BY A DESIGNATED PERSON IN THIS COMMAND.

EMPLOYEES AND DEPENDENTS MUST HAVE VALID PASSPORTS IN THEIR POSSESSION WHEN LEAVING KOREA AND ENTERING THE UNITED STATES OR OTHER DESTINATIONS.

IF TRAVEL IS REQUESTED FOR DEPENDENT WHO IS PREGNANT, ATTACH PHYSICIAN'S CERTIFICATE TO SHOW EXPECTED DATE OF CONFINEMENT. IF PHYSICAL CONDITION REQUIRES OTHER THAN NORMAL BOOKING AND BERTHING, ATTACH PHYSICIAN'S CERTIFICATE OF DIAGNOSIS.