

Request for Orders

The Privacy Act of 1974 as amended applies. This form is For Official Use Only

Please check the boxes for the type of orders/shipments requested.

- PCS SEPARATION
TRAVEL/RETIREMENT
 STUDENT EDUCATIONAL TRAVEL DEPENDENT TRAVEL
 RENEWAL AGREEMENT TRAVEL POV SHIPMENT
 HOUSEHOLD GOODS SHIPMENT & WEIGHT
 NON-TEMPORARY STORAGE OF HOUSEHOLD GOODS

NAME: SSAN: CURRENT GRADE:

CURRENT POSITION TITLE:

CURRENT ORGANIZATION, LOCATION & TELEPHONE NUMBER:

NEW DUTY STATION:

NEW POSITION TITLE, SERIES, & GRADE:

REPORTING DATE AT NEW DUTY STATION:

REQUESTED DEPARTURE DATE:

RETURN DATE FROM RENEWAL AGREEMENT TRAVEL:

PCS TO THE US

PLEASE CHOOSE ONE TYPE OF TQSE (TEMPORARY QUARTERS SUBSTENCE EXPENSE):

- 60-DAY TQSE (WITH POSSIBLE EXTENSION UNDER CERTAIN CIRCUMSTANCES) YOU MUST KEEP YOUR RECEIPTS FOR FILING A VOUCHER.

*NOTE: For first thirty days of TQSE, maximum payable for employee is \$80.00 per day and \$60.00 per day for the second thirty days. Dependents 12 and older receive 75% of the maximum payable to the employee and dependents under 12 receive 50%.

- 30-DAY TQSE FIXED WITH NO EXTENSION UNDER ANY CIRCUMSTANCES.

*NOTE: If you elect the (F) TQSE, the employee receives 75% of the current per diem rate for the area he/she is PCSing to, and the dependents receive 25% of the per diem rate each.

PCS TO OVERSEAS

90 days TQSA authorized - 10 days subsistence expense portion of the Foreign Transfer Allowance authorized.

STUDENT/DEPENDENT TRAVEL DATA

NAME (Last, First & MI)	RELATIONSHIP	DATE OF BIRTH	PASSPORT NUMBER

HOME PHONE NUMBER: HOME ADDRESS (NOT APO):

STATION AT TIME OF PCS TO OVERSEAS:

NUMBER OF DAYS LEAVE ENROUTE APPROVED (Approved leave slip must be attached):

EMPLOYEE ENROLLED IN: FERS & FICA OR CSRS

STUDENT TRAVEL

DEPARTURE DATE: FROM: TO:

NAME & ADDRESS OF SCHOOL CHILD IS ENROLLED IN:

- **NOTE: IF REQUESTING ROUND TRIP PLEASE INCLUDE ADDITIONAL DEPARTURE INFORMATION IN REMARKS SECTION**

REMARKS

EMPLOYEE SIGNATURE: DATE:

- **NOTE: PLEASE BE SURE TO COMPLETE EACH AREA APPLICABLE TO YOUR ORDER REQUEST!**

Revised: 9 February 2000