

PORTCALL WORKSHEET

To be turned into TMO & MPS

Rank	Name (Last, First)	DOB (DD/MM/YY)	Gender
DODID	New PDS	DEROS	RNTL
Official Email	Duty Phone	Personal Email	Cell Phone
GTC Number		Exp Date	
Emergency Contact: Name		Phone Number	

Please select one of the following travel options:

I elect to receive tickets directly to my next official PDS (No leave enroute)

10 Day Travel Window _____ to _____

Preferred departure date _____

STOP: No further information required. Proceed to Commanders Signature and turn into TMO & MPS.

I elect to travel to the official location of my dependents (Travel allowance MUST be authorized on orders).

10 Day Travel Window _____ to _____

Preferred departure date _____ Official location _____

If government tickets required, requested departure date to next PDS from official location _____

Dependents Information (if applicable):

Name (First, Last)	DOB (MM/DD/YYYY)	Gender	Passport # / Exp Date
Pet Information (if applicable)			
Cat or Dog	Breed ("Mix" not permitted)	Kennel Dimensions (LxWxH)	Combined Pet & Kennel Weight

* If traveling via AMC; Only 2 pets per family, including mil-mil couples. Maximum combined pet/kennel weight is 150 lbs for AMC and 99lbs for commercial. Snub nose breeds are NOT permitted via commercial.*

STOP: No further information required. Proceed to Commanders Signature and turn into TMO & MPS.

☐ I elect to use my COT entitlement. (Overseas PCS Only)

HOR Location _____ Alternate Requested Location _____

*Note, a cost comparison will be made. If the alternate location is more expensive than HOR, then it will not be authorized, and circuitous travel will be recommended. *

10 Day Travel Window departing Lajes Field _____ to _____

Preferred departure date _____

10 Day Travel Window departing COT location _____ to _____

Preferred departure date _____

STOP: No further information required. Proceed to Commanders Signature and turn into TMO & MPS.

I elect to self-procure all tickets to personal and/or multiple leave locations - Circuitous Travel

Desired travel route _____

*Note: Circuitous Travel MUST be authorized on orders, prior to purchasing tickets. A personal credit card must be used, with the reimbursement being up to what the government would have paid for the authorized point to point PCS locations. For OCONUS-OCONUS assignment, if more than 10 days of leave are taken, then COT will be considered used. *

STOP: No further information required. Proceed to Commanders Signature and turn into TMO & MPS.

Additional Comments: (i.e TDY in route, VPC location, etc.)

Member is approved to depart Lajes Field on or after _____

1 st Ind (Commander/Flight Chief or Designated Rep)

(Signature of Commander/Flight Chief)

(Printed/Typed name Commander/Flight Chief)

2 nd Ind (Military Personnel Section)

(Signature of Military Personnel Section)

(Printed name)