



# CIVILIAN PERSONNEL FLIGHT FACT SHEET

Current as of: 19 July 2022

## RENEWAL AGREEMENT TRAVEL (RAT)

**General:** RAT is a paid round trip travel between a civilian employee's overseas duty location and the place of residence (Home of Record - HOR) in the United States. *(Do not confuse with home leave)*

**Regulation:** Joint Travel Regulation (JTR), Chapter 5, Part H, 0550

<http://www.defensetravel.dod.mil/site/travelreg.cfm>

**To be eligible, employees must fulfill the following prerequisites:**

- Must have a DoD Transportation Agreement ([DD1617](#)) in place for the initial tour
- Must have COMPLETED the initial tour of duty (12, 24 or 36 months depending on location)
- Must have an approved tour extension on file with the CPO (12 or 24 months depending on location)
- Must sign a new [DD1617](#) for 12 months
- Must have 12 months remaining to the end of the extension tour upon return from RAT

**To request RAT provide the following documentation at least 45 days prior to travel date to**

[86fss.civ-orders@us.af.mil](mailto:86fss.civ-orders@us.af.mil):

- Request for Travel Order ([DD 1614](#)) filled out with requestor's and dependents' information as follows:
  - **Items 1 – 7** Enter your information
  - **Item 8 & 18b** Enter **HOR: (City, State)**. If travel is to an alt location, also enter **Alt: (City, State)**
  - **Item 18a** Enter your current physical address
  - **Item 19** Dependents' information (if they accompany the sponsor)
  - **Item 22** – state "Sponsor is (or is not) a Government Travel Card (GTC) Holder"
  - **Item 28-1 (2<sup>nd</sup> page): Departure and Return date(s) for sponsor and dependents.** If dependent(s) travel non-concurrently please list specific travel dates for each person
- Fill out and sign [DD1617](#)
- Fill out and sign [SF1190](#) with exact travel dates annotated in item 18 for each traveler

### Additional Information:

- Post Allowance (if applicable) will be suspended during RAT
- Dependents may travel unaccompanied – Not earlier than the date the sponsor meets eligibility for RAT and not later than 6 months after the sponsor begins travel
- Shipment of HHGs stored in CONUS may be authorized on RAT orders NTE the unused weight limit on the initial PCS
- If alternate RAT destination is authorized reimbursement will be limited to the amount of constructed government cost of travel to the employee's actual residence (Home of Record)
- Upon completion of RAT, file travel voucher [DD Form 1351-2](#) via the 86 CPTS CivPay org box at: [86CPTS.CIV.PAY@us.af.mil](mailto:86CPTS.CIV.PAY@us.af.mil)