

NOAA CORPS TRAVEL REQUEST

1. NAME <i>(Last, First, Middle)</i>	2. EMPLOYEE ID	3. GRADE	4. DATE
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5. CATEGORY OF MOVE REQUESTED INITIAL PERMANENT CHANGE OF STATION RETIREMENT/SEPARATION

6. CURRENT DUTY LOCATION <i>(City and State, If assigned to a ship also indicate point of debarkation).</i>	7. NEW DUTY LOCATION <i>(City and State)</i>
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DEPENDENT TRAVEL INFORMATION

8. DO YOU HAVE DEPENDENTS? YES IF NO, SKIP TO THE NEXT SECTION.

8a. ARE YOUR DEPENDENTS TRAVELING? YES IF NO, SKIP TO THE NEXT SECTION.

8b. ARE YOUR DEPENDENTS TRAVELING WITH YOU (ACCOMPANIED)? YES NO

8c. ARE YOUR DEPENDENTS TRAVELING SEPARATELY (UNACCOMPANIED)? YES NO

8d. LIST THE NAMES AND AGES OF ALL DEPENDENTS TRAVELING.	8e. DEPENDENT TRAVEL METHOD
	<input type="checkbox"/> PRIVATE VEHICLE <input type="checkbox"/> COMMERCIAL AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> OTHER (SPECIFY IN REMARKS)

HOUSEHOLD GOODS (HHG) SHIPMENT INFORMATION

9. ESTIMATED HHG WEIGHT	9a. CURRENT LOCATION OF HHG	10. DO YOU REQUEST YOUR HHG BE STORED IN NONTEMPORARY STORAGE (NTS)?
		<input type="checkbox"/> NO <input type="checkbox"/> YES WEIGHT OF HHG STORED <input style="width: 50px;" type="text"/>

PRIVATELY OWNED VEHICLE (POV) SHIPMENT INFORMATION *(only for personnel transferring to Alaska and Hawaii)*

11. MAKE OF VEHICLE	11a. MODEL OF VEHICLE	11b. WEIGHT OF VEHICLE	11c. LOCATION OF VEHICLE
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LEAVE AND APPROVAL SECTION

12. DETACHMENT DATE	12a. LEAVE ENROUTE REQUESTED	12b. LEAVE ADDRESS <i>(Address, City, State, Zip and Phone #)</i>
12c. NAME/TITLE/SIGNATURE OF SUPERVISOR		

13. REMARKS

PRIVACY ACT STATEMENT

Authority - 5 USC 301, 37 USC 404, and 44 USC 3101

Principal Purpose(s) - This form is used to request leave in conjunction with a PCS move, determine travel entitlements in accordance with the Joint Federal Travel Regulations.

Routine Uses(s) - Same as above.

Disclosure - Voluntary; Disclosure of Employee ID is voluntary. However, this form will not be processed without an officer's Employee ID, since the NOAA Corps identifies members by Employee ID for pay and leave purposes.