

. . PASSENGER RESERVATION REQUEST

1. Type Request: New <input type="checkbox"/> Mod/Change <input type="checkbox"/> Cancellation <input type="checkbox"/>		2. Date: _____ <small>DATE FORMAT: DDMMYYYY</small>		NAVPTO USE ONLY	
3. Requestor (POC)				Ship Location: _____ Date: _____	
Point of Contact Phone: _____		5. POC E-Mail Address: _____			
6. Name (as shown on the photo I.D. you will present to the TSA agent while going through airport security)			7. Social Security SSN		
8. Rank/Rate		9. Date of Birth (DOB)		10. Gender Male Female	
11. Traveler's Phone w/ Area Code		12. Traveler's E-Mail Address			
13. Detaching (Current Permanent Duty Station)			14. Gaining Command (New Permanent Duty Station)		
15. Detachment Date		16. Availability Date		17. Mandatory Departure Date	
18. List all Intermediates (Temporary Duty En-route) PCS only below with dates required for arrival and departure					
A. Command:		Mandatory Arrival Date:		Departure Date:	
B. Command:		Mandatory Arrival Date:		Departure Date:	
19. Type Travel: Accompanied <input type="checkbox"/> Unaccompanied <input type="checkbox"/> PCS <input type="checkbox"/> COT <input type="checkbox"/> DEFERRED COT <input type="checkbox"/> OTEIPO <input type="checkbox"/>					
Dependent travel: if delayed, enter approximate month of travel:					
20. EAOS N/A Extensions:			21. Overseas Screening completed: Yes: <input type="checkbox"/> No <input type="checkbox"/> If no, In progress:		
22. Prescribed Tour length:		23. Dependent Entry Required: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, enter DTG of msg sent:			
24. List of Family Members:					
Last,	First	MI	SSN	Relationship	Passport Number
					Expiration Date
					Visa Number
25. Leave Address (include Zip code) after detachment:			26. Phone Number after detachment (include area code) Home Cell:		
27. Email address after detachment:			28. Next of Kin Name and Phone Number: Name: Phone:		
29. MAC CIC as listed on Orders:		30. Personnel detaching from deployed units ONLY, enter funding appropriation:			
31. Seats Required: 1		32. Type Seat: Window <input checked="" type="checkbox"/> Aisle <input type="checkbox"/>		33. Excess Baggage Auth / No. of pieces: 2	
34. Alternate Routings for personal convenience may be requested here. Any additional costs for indirect/personal travel above and beyond entitlements will the member's responsibility.					
Date of travel	Time	From: City, State	To: City, State	Mode of Travel	
35. Additional Information:					
36. Shipping POV to/from Overseas? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, Ship from: _____ Ship to: _____ Storing POV (Shipping not permitted) Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, Storage Location: City: _____ State: _____ Note: Must have storage authority letter from Authorized Storage Facility					
37. PET Reservation: 2 Pets (Cat or Dog only) allowed on AMC flights. Are you shipping pets? Pet #1 Cat <input type="checkbox"/> Dog <input type="checkbox"/> Breed: _____ *Cage Width _____" Length _____" Height _____" *Total Weight Cage+Pet _____ Lbs Pet #2 Cat <input type="checkbox"/> Dog <input type="checkbox"/> Breed: _____ *Cage Width _____" Length _____" Height _____" *Total Weight Cage+Pet _____ Lbs					
NOTE: Use of Government Air/Government Procured Air is directed when available and meets mission requirements for transoceanic travel. Port call issued by NAVPTO is an official modification to orders. The following documents are required prior to the issuance of tickets: (1) PCS orders endorsed, (2) signed DD884, (3) passport/visa required by the FCG, (4) family entry approval (if required), (5) NATO travel orders (if required), and (6) requested supporting documents.					
38. Member's Signature and date: _____ Date: _____		39. Supervisor Name /Phone _____ Phone: _____		40. Supervisor's signature and date**: _____ Date: _____	
**Item 38: SIGNATURE NOT REQUIRED IF RELEASED VIA TOPS BY THE SUPERVISOR.					
AUTHORITY: Authority to request is derived from 5 U.S. Code 301, Departmental Regulations. PRINCIPAL PURPOSE: To provide authority for issue of passenger reservations/port call requests. ROUTINE USES: Information is used in conjunction with application for passenger reservations/port calls. DISCLOSURE: Voluntary; however, if applicant fails to provide information, travel request will not be processed.					

**DIRECTIONS FOR COMPLETING
THE PASSENGER RESERVATION REQUEST (PRR) NPPSC 4650/1 (11/08)**

Open the document as "Read Only". The document may be saved under a different name, i.e. passenger's last name.

The NPPSC 4650/1 form is locked to allow your "Tab" key to move from block to block and type in highlighted spaces to input the information required to process this request.

NOTE: All dates will be DD/MMM/YYYY*
i.e. 20MAY2008, 20 MAY 2008**

Do NOT use the "Enter" key after inputting a date.

Block 1 - X appropriate Block (New Request, Modification/Change to, or Cancellation of). Use the mouse (left click) to select New, Mod/Change, or Cancellation.

Block 2 - Enter the date the form is typed. (DD MMM YYYY)

Block 3 - Enter the Rate and Last Name of Requestor and the PSD, CSD, or Afloat Unit submitting the passenger reservation request (PRR); i.e. PS2 Samuelson PSD Guantanamo Bay

Block 4 - Enter your phone number, including area code

Block 5 - Enter your email address

Block 6 - Enter the name of the passenger as it shown on the photo I.D. that will be presented to the TSA agent while going through airport security.

Block 7 - Enter transferring member's SSN

Note: Entire number is required on PRR.

Block 8 - Enter Rank (i.e. E-7 or O-3) and rate (i.e. PSC or LT).

Block 9 - Enter transferring member's Date of Birth (DOB)

Block 10 - Enter transferring member's gender (Male/Female).

Block 11 - Enter transferring member's local phone number including area code.

Block 12 - Enter transferring member's E-Mail address.

****MUST TYPE UPPER AND LOWER CASE IN THIS BLOCK****

Block 13 - Enter detaching command of transferring member (i.e. SUBASE, Pearl Harbor).

Block 14 - Enter new permanent duty station member will be reporting to.

Block 15 - Enter transferring member's official detachment date from current command. (DD MMM YYYY)

Block 16 - Enter date (DD MMM YYYY) member is available to travel. Date available to commence travel outCONUS or to new command after all leave, TAD, etc.

Block 17 - Enter date of mandatory departure (DD MMM YYYY) (taking into account report NLT date if TEMDUINS in route to permanent duty station.)

****Remember to advise member that all PCS to overseas sites allows for a 10 day window and the port call message dictating travel modifies original orders and report date.****

Block 18 - List Intermediate TEMDUINS commands on orders with reporting No-later-than date (DD MMM YYYY) of arrival and departure/graduation dates. If more room is required, use the "Enter" (return key) key at end of block and keep typing C., D., etc.

Block 19 - X appropriate box for accompanied (with family) or unaccompanied (member only). Use the mouse (left click) to select the appropriate boxes.

If dependents are transferring overseas, but not traveling with member, enter approximate Month/Year dependents will be traveling.

****Dependents do travel at different times to allow children to start/complete school year.****

X appropriate block identifying which type orders member is traveling on:

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PCS - Permanent Change of Station orders
COT - Consecutive Overseas Tour Travel/Back to
Back auth leave travel
DEFERRED COT - Delayed -to be taken after
arrival at new duty station
OTEIPO - Overseas Tour Extension Incentive
Program Orders

Block 20 - Enter member's EAOS (DD MMM YYYY) and any extensions.

****Ensure member has obligated service to allow for an
accompanied tour length overseas.****

Block 21 - X appropriate block. If no, ensure screening process
has begun and "X" In progress.

Block 22 - Enter prescribed tour length for assignment being
served at next duty station.

Block 23 - X Appropriate block. If yes, enter DTG of outgoing
MSG request and/or approval.

Block 24 - Enter all family members traveling: Last name, First
name, and Middle Initial

****NOTE****Social Security number (entire number required),
Relationship to sponsor (i.e.. Spouse, son, step-
dau, adopted son),

Passport number and expiration date, Visa number (if
required) and expiration date.

Block 25 - Enter verified leave address including Zip code.

****Ensure the accuracy of this block as locations of
deployable units change and notification is required to prevent
the misrouting of personnel.****

Block 26 - Enter phone number of member while on leave (home
phone number with area code) and cell phone number
with area code (if available).

Block 27 - Enter E-Mail address of member while in a transient
status between permanent duty stations, if available.

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****MUST TYPE UPPER AND LOWER CASE IN THIS BLOCK.***

Block 28 - Enter Name and Phone number (including area code) for next of Kin of transferring member.

****Ensure you do not give spouse's name if traveling with member.***

Block 29 - Enter 15 digit MAC CIC located in the accounting data section of orders.

Block 30 - If requestor is a deployed unit, you may type Line of Accounting (LOA) Data here. If requestor is on shore or a PSD Afloat, orders must be submitted with PRR.

Block 31 - Enter number of seats required by member and/or family. For delayed travel, enter only one seat requested and refer to block 17. Dependents travel will be accomplished by the NAVPTO at a later date, per Month and Year listed in Block 17.

Block 32 - X appropriate block window or aisle seat (family will be seated together with availability of seats)

Block 33 - Enter additional pieces of excess baggage authorized in text remarks of orders

Block 34- Enter any deviation of travel member wants, to include mixed modes by POV, Air, etc.

Example: Block 13 states detachment of 01MAY2008.
Member has 2 days travel, 4 days proceed, and 30 days leave to report NLT 2400, 05JUN2008.

Date of travel:	01MAY2008	From: Norfolk, VA	To: Charlotte, NC	Mode: POV
	02JUN2008	From: Charlotte, NC	To: Jacksonville, FL	Mode: POV
	03JUN2008	From: Jacksonville, FL	To: Narita, Japan	Mode: Air

OR

03JUN2008	From: Jacksonville, FL	To: Guantanamo Bay, CU	Mode: Air
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NAVPTO/CTO agents will work with reservations (if possible) to allow members the flexibility of lesser cost, out of pocket expenses, or circuitous travel via AMC if possible. In certain instances, alternate APOE/APODs can be authorized for personal convenience if at a lesser cost to the government. For complex travel arrangements, ask NAVPTO Port call clerk to

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correspond with member to coordinate flights. NAVPTO will be able to direct member to the CTO for assistance or give alternate available options.

Block 35 - Enter any additional information member desires to communicate to the NAVPTO.

Block 36 - X appropriate block. Yes or No to shipping a car to or from overseas activity. If yes, enter location where car is being shipping from and enter location of where car will be picked up from. (i.e. From: Seattle, WA To: Honolulu, HI)

NOTE: There are destinations where the shipping of vehicles is prohibited. Member is authorized to store vehicle. X appropriate block and enter storage location of vehicle.***

*****Member MUST have storage authority letter from Authorized storage facility.*****

Block 37 - X appropriate block, if applicable, for pet travel. Only Dogs and Cats may be transported via Military Air. Must list whether Cat or Dog; Breed; Width, length, height of cage; total weight in lbs (animal and cage). If traveling commercially, the CTO is responsible for assisting members with procuring pet space via commercial airliner.

Note: Check with your local military or civilian veterinarian for current requirements.

Note: Many Airlines have restrictions for flying pets during the summer months. Have travelers contact NAVPTO early to ensure requirements are met for the pets.

Block 38 - Form will be printed upon completion. Member will sign and date this form.

Block 39 - Type supervisor's name and phone number including area code.

Block 40 - Supervisor will sign and date this form after review for accuracy. Signature is not required if released via TOPS by the Supervisor.

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SPECIAL NOTES:

The transferring command is responsible to ensure all appropriate paperwork is received by the NAVPTO to process the member's PRR and issue a port call. The following documents must be received or ticket will not be issued:

- a. PCS orders properly endorsed (i.e. special entitlements, etc. and signed)
- b. DD884 Application for travel of Dependents (signed by sponsor ONLY)
- c. Passport/Visa and Clearances required IAW the Foreign Clearance Guide (FCG)
- d. Family Entry Approval (DEA Request/DEA Approval) (if required)
- e. NATO travel orders (if required)

******Supervisor is responsible and will be held accountable to ensure PRR is appropriately completed and submitted IAW the OPNAVINST 4650.15, JFTR, FCG, and the Defense Travel Regulations governing entitlements.*****

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