

**PASSENGER RESERVATION REQUEST  
NPPSC 4650/1 (02-2017)**

Supporting Directive NPPSCINST 5213.1

**PRIVACY ACT STATEMENT**

**Authority:** 10 U.S.C. 5013, Secretary of the Navy; and E.O. 9397 (SSN).

**Purpose:** To complete request for Navy Passenger Transportation Office (NAVPTO) to process Navy member's PRR and issue a port call.

**Routine Uses:** Department of Defense employees executing duties to assist in processing individual Navy travel requests and applicable port call(s).

**Disclosure:** Mandatory. Failure to provide the requested information may inhibit the Navy's passenger travel process.

1. Type Request: <input type="radio"/> New <input type="radio"/> Modification/Change <input type="radio"/> Cancellation		2. Date:		<b>NAVPTO USE ONLY</b>			
3. Transfer Clerk/Command POC:				Ship Location:			
4. POC Work Phone:		5. POC Work E-mail:		Date:			
6. Name (Last, First, Middle - as shown on the photo ID used for travel and present to the TSA Agent while going through airport security):				7. SSN/DoD ID Number		AMC Flight Available: <input type="radio"/> Yes <input type="radio"/> No	
				Flight No:		Date:	
		Show:	ETD:	ETA:			Date:
8. Rate/Rank:		9. Date of Birth:		10. Gender: <input type="radio"/> Male <input type="radio"/> Female			
11. Passport Number / Expiration Date / Visa No.		12. Traveler's Phone w/Area Code:		13. Traveler's E-mail Address:			
14. Detaching Command (Current PDS City, State, Country):				15. Gaining Command (New PDS City, State, Country):			
16. Detachment Date (Current PDS):		17. Availability Travel Start Date/Time		18. Mandatory RNLTL Date at NEW PDS. Mandatory TPP is 10 days for OCONUS; 20 days for pets.			
19. Are there any Intermediate/Temporary Duty Stations Enroute? If Yes, please list with dates required for arrival and departure. <input type="radio"/> Yes <input type="radio"/> No							
20. Travel Type: <input type="radio"/> Accompanied <input type="radio"/> Unaccompanied <input type="radio"/> PCS <input type="radio"/> COT <input type="radio"/> Deferred COT <input type="radio"/> OTEIPO <input type="radio"/> RAT TVL							
21(a). EAOS:		21(b). Extensions:		22. Overseas Screening Completed? <input type="radio"/> Yes <input type="radio"/> No			
23. Prescribed Tour Length:		24. Dependent Entry Required? <input type="radio"/> Yes <input type="radio"/> No					
25. List of Family Member(s):							
<i>Last, First, Middle Name</i>		<i>SSN</i>	<i>Relationship</i>	<i>Date of Birth</i>	<i>Passport #</i>	<i>Exp Date</i>	<i>Visa #</i>
+	X						
26. Mailing Address while on Leave after Detachment:				27. Phone Number(s) after Detachment (include Area Code):			
Street Address		Apt/Suite		Type			
City		State	Zip	Type			
28. E-mail Address After Detachment:							
29. Next of Kin (Not Traveling) Contact Information:							
Name							
Phone							
Street Address						Apt/Suite	
City						State	Zip
30. Number of Seat(s) Required:		31. Seat Preference:		32. Excess Baggage Authorized (#):			
33. Alternate Route(s) for Personal Convenience must be authorized per JTR/DoD 4500.9-R and comply with U.S. flag carrier regulations. Indirect/ Personal travel above and beyond entitlements will be the member's responsibility. If flying non-US airline, reimbursement will not be authorized.							
+	X	Date of Travel	Time	From: City	State	To: City	State
							Mode of Travel
34. Additional Information:							
35. Shipping POV To/From Overseas After Detachment from Current PDS? <input type="radio"/> Yes <input type="radio"/> No or Not Permitted <input type="radio"/> Not Applicable							
36. Pet Reservation (2 Pets Total, Cat or Dog Only, Allowed on AMC Flights) Are you shipping pets? <input type="radio"/> Yes <input type="radio"/> No							
37(a). Member Name/Rank:				37(b). Member Signature:		37(c) Date:	
						<input type="radio"/> SOF	
<b>NOTE For Students Only: PSD obtaining Travel/Transportation Authorization form with signature from student check "SOF" box.</b>							
38(a). Supervisor Name/Rank:		38(b). Phone Number		38(c). Supervisor Signature:		38(d) Date:	