

## PASSENGER RESERVATION REQUEST

**Authority:** 10 U.S.C. 8013, Secretary of the Air Force; 10.U.S.C., Secretary of the Air Force Title 49, U.S.C. DoD 4500.9-R, Defense Transportation Regulation, Part I; Air Force Policy Directive 24-1, Personnel Movement; Air Force Instruction 24-602, V1, Passenger Movement;  
**Purpose:** In accordance with the policies in DoDD 4500.09E (Department of Defense Directive) and Section 41113 or Title 49, United State Code (U.S.C), passenger manifesting system and procedures must collect certain identifying information, including the emergency contact information called for in Part 243 of Title 14, Code of Federal Regulations (CFR). The purpose of this part is to ensure that the U.S. government has prompt and adequate information in case of an aviation disaster on covered flight segments. DTR 4500.9 contains specific passenger manifesting systems information and data collection requirements.

**Routine Use:** Information may be disclosed to the Commercial Travel Office and USTRANSCOM for the purposes of booking flights on Air Mobility Command contracted or organic aircraft.

**Disclosures:** Voluntary; however, failure to provide the information may result in our inability to manifest you on a flight/secure air transportation which could hinder your mission objective.

**System of Records Notice:** DHRA 08 DoD Defense Travel System and FO24 AF USTRANSCOM D DoD Defense Transportation System Records.

**Personally Identifiable Information (PII).** Reduction of Social Security Number (SSN) use within the DoD. An alternative for using the SSN on passenger manifests is the DoD Identification Number (DoD ID) as prescribed in DoDI 1000.30, Enclosure 2, DoD Guidance on the Use of the SSN. The DoD ID will replace the SSN as the Geneva Conventions Serial Number for the United States as all DoD identification cards are updated through their natural life-cycle replacements. Use of the DoD ID on passenger manifests is mandatory when included on DoD Identification cards.

### Part I - Port Call Information

RNLTD: \_\_\_\_\_ DEROS: \_\_\_\_\_ DoD ID: \_\_\_\_\_ DoD Expiration.: \_\_\_\_\_

Service Member's Name (Last, First Middle Initial) \_\_\_\_\_ Rank/Pay Grade \_\_\_\_\_ DOB \_\_\_\_\_ Sex \_\_\_\_\_

Service Member's Contact Number: \_\_\_\_\_ DSN: \_\_\_\_\_

Government Travel Card #: \_\_\_\_\_ Expiration: \_\_\_\_\_ CVV \_\_\_\_\_

Official Email Address: \_\_\_\_\_ Personal Email Address: \_\_\_\_\_

PCS to: \_\_\_\_\_ Port Call Window: \_\_\_\_\_

Requested Date of Travel: \_\_\_\_\_ (TMO Only)

**Members PCSing between PACAF & USAFE require a 2nd Port Call Window**

**Note: Members must provide Traffic Management a 10 day port call window; 20 day port call window when traveling with pets.**

### Family Members Traveling with Member:

\_\_\_\_\_  
 Name (Last, First, Middle Initial) - DoD ID/Passport & DOB

\_\_\_\_\_  
 Name (Last, First, Middle Initial) - DoD ID/Passport & DOB

\_\_\_\_\_  
 Name (Last, First, Middle Initial) - DoD ID/Passport & DOB

For additional dependent info place on reverse side

\_\_\_\_\_  
 Name (Last, First, Middle Initial) - DoD ID/Passport & DOB

\_\_\_\_\_  
 Name (Last, First, Middle Initial) - DoD ID/Passport & DOB

\_\_\_\_\_  
 Name (Last, First, Middle Initial) - DoD ID/Passport & DOB

**PASSENGER RESERVATION REQUEST Cont.**

**Part II – Deviation from Normal Routing**

Are you requesting to deviate from your normal route ? \_\_\_\_ Leave enroute: \_\_\_\_ TDY enroute: \_\_\_\_

TDY/COT Date: \_\_\_\_ to \_\_\_\_ HOR: \_\_\_\_ Leave Location: \_\_\_\_

TDY Location: \_\_\_\_ Consecutive Overseas Tour (COT) Leave: \_\_\_\_ COT Location: \_\_\_\_

*Reimbursement will be limited to the cost of normal direct point-to-point routing for official travel.*

**Desired Routing**

Origin (City and State/Country)	Destination (City and State/Country )	Travel Date	Rotator or Commercial	Origin - Destination Airport Codes (Remarks: <u><b>TMO ONLY</b></u> )

**Part III - Pet Information**

Cat/Dog Breed Type 1: \_\_\_\_ Cat/Dog Breed Type 2: \_\_\_\_

1) Type: \_\_\_\_ Age: \_\_\_\_ Weight: \_\_\_\_ Weight of Container: \_\_\_\_ Dimensions: L: \_\_\_\_ W: \_\_\_\_ H: \_\_\_\_

2) Type: \_\_\_\_ Age: \_\_\_\_ Weight: \_\_\_\_ Weight of Container: \_\_\_\_ Dimensions: L: \_\_\_\_ W: \_\_\_\_ H: \_\_\_\_

*Note: Pet weight and crate cannot exceed 150 lbs. Maximum allotted is 2 (Cats or Dogs only)*

**Part IV - Privately Owned Vehicle (POV)**

Shipping a privately owned vehicle (POV)? \_\_\_\_

Shipping your POV in conjunction with travel to the port? \_\_\_\_  
(This means you will be traveling from the Vehicle Processing Center (VPC) to your destination)

If Yes, select VPC below POV will be shipped from:

If POV is stored in an official government storage facility/VPC identify the location: \_\_\_\_

**Part V - Emergency Contact Information**

*(This information is optional and used for Emergency Contact Information)*

Emergency contact information current on your DD Form 93, Record of Emergency Data? \_\_\_\_

Additional Emergency Contact: \_\_\_\_

Name: (Last, First, Middle Initial) \_\_\_\_\_ Telephone Number \_\_\_\_\_