

NOAA CORPS TRAVEL INFORMATION

INSTRUCTIONS

USE THIS FORM FOR PART I (PCS ORDERS); AND NEXT PAGE FOR PART II (TERMINAL TRAVEL ORDERS), OR PART III (INITIAL APPOINTMENT TO THE OFFICER TRAINING CENTER).

After completing appropriate part of this form, send promptly through commanding officer (supervisor) and Marine Center (or other director) to CPC1.

Orders are prepared IAW JFTR Volume #1.

If you have questions concerning completion of this form, please call area code 301-713-3453 or 800-224-6622 for help.

REMEMBER: Your orders cannot be prepared until this questionnaire is returned.

PART I PCS ORDERS

To: COMMISSIONED PERSONNEL CENTER, CPC, SILVER SPRING, MD 20910
THRU

VIA

NAME (last-first-middle initial)	SOCIAL SECURITY NUMBER	GRADE
PRESENT OFFICIAL DUTY STATION (Show City and State only except ships, show ship, homeport and point of debarkation)		PRESENT ROUTING CODE

TRAVEL METHOD (Check as appropriate)
 PRIVATE VEHICLE AIR TRAIN OTHER (Specify) _____

TRAVEL DATES: COMBINE LEAVE AND TRAVEL TIME TO COMPUTE DETACHMENT AND REPORTING DATES. For travel by POC: 350 MILES PER DAY REQUIRED. TO FIGURE TRAVEL TIME, DIVIDE 350 INTO THE OFFICIAL HIGHWAY DISTANCE. IF REMAINDER EXCEEDS OR EQUAL 51 MILES, ALLOW AN EXTRA DAY FOR TRAVEL; IF IT IS LESS THAN 51, DISREGARD. NOTE: 4 days proceed time are allowed except under conditions listed in NCR 06301B; one disqualifying condition is between 2 units located/homeported within 25 miles of each other.

ESTIMATED DETACHMENT DATE (MM-DD-YYYY)	LEAVE ENROUTE DESIRED (days)	ESTIMATED TRAVEL TIME	ESTIMATED REPORTED DATE (Allow 4 days processed time when applicable, MM-DD-YYYY)
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ARE DEPENDENTS TRAVELING? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES THEN <input type="checkbox"/> TRAVELING WITH OFFICER _____ <input type="checkbox"/> TRAVELING SEPARATELY	SPOUSE'S NAME	CHILDREN (Names & Ages)
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HOUSEHOLD GOODS

APPROXIMATE WEIGHT	LOCATION (Specify if goods are to be shipped to or from a location other than new or old duty station)
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DO YOU WANT ANY HHG IN LONG TERM NON-TEMPORARY STORAGE AT GOVERNMENT EXPENSE?
 NO YES _____ WEIGHT OF HHG STORED: _____

IF SHIPMENT OF POV INVOLVED AND AUTHORIZED (Outside U.S. transfers only):

MAKE OF CAR	MODEL	PORT OF SHIPMENT
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PRIVACY ACT INFORMATION

The request for this information is authorized by 37 U.S.C 301, 44 U.S.C: your response to it voluntary. The data will be used to estimate travel and transportation allowance for member and dependents, delay enroute and travel time. Your reluctance in furnishing the data will result in your orders being prepared using minimum estimates and leave enroute not begin granted.

REMARKS

USE THIS FORM FOR PART II – TERMINAL ORDERS, OR PART III – INITIAL APPOINTMENT TO THE OFFICER TRAINING CENTER.

Complete and send promptly through commanding officer (supervisor) and Marine Center (or other director) to CPC1.
 Appointees: Send this directly to NOAA Corps Commissioned Personnel Center.
 REMEMBER: *Your orders cannot be prepared until this questionnaire is returned.*

PART II – TERMINAL TRAVEL ORDERS

TO: COMMISSIONED PERSONNEL CENTER, CPC, SILVER SPRING, MD 20910
 THRU

VIA	DATE
NAME (<i>Last – first – middle</i>)	GRADE
SOCIAL SECURITY NUMBER	SEPARATION DATE (<i>MM-DD-YYYY</i>)
PRESENT OFFICAL DUTY STATION (<i>City and state; only except ships, show ship and home port.</i>)	TO: (<i>City and state; See next section.</i>)

IN ACCORDANCE WITH JOINT FEDERAL TRAVEL REGULATIONS. I ELECT MILEAGE FROM MY
 LAST DUTY STATION TO: HOME OF RECORD PLACE OF APPOINTMENT HOME OF SELECTION (*Retirees Only*)

HOUSEHOLD GOODS

APPROXIMATE WEIGHT	LOCATION
DESTINATION	

DEPENDENTS

SPOUSE'S NAME	CHILDREN (<i>Names & Ages</i>)
DEPARTURE POINT	
DESTINATION	

PART III – INITIAL APPOINTMENT TO OFFICER TRAINING CENTER

NOTE: TRAVEL OF DEPENDENTS AND A SHIPMENT OF HOUSEHOLD EFFECTS TO YOUR TRAINING ASSIGNMENT IS NOT ENCOURAGED DUE TO LIMITED LIVING SPACE. THESE ENTITLEMENTS WILL BE MOST VALUABLE WHEN SHIPPING FROM YOUR PLACE OF APPOINTMENT OR HOME OF RECORD TO YOUR FIRST ASSIGNMENT AFTER COMPLETING THE TRAINING PROGRAM.

NAME	DATE
ADDRESS TO WHICH ORDERS SHOULD BE SENT	CITY AND STATE IN WHICH OATH OF OFFICE WILL BE TAKEN

DO YOU HAVE TO SHIP ANY PERSONAL EFFECTS TO THE OFFICER TRAINING CENTER?
 NO YES _____ # OF LBS _____

METHOD OF TRAVEL
 PRIVATE VEHICLE AIR OTHER (*Specify*) _____

METHOD OF COMPUTING TRAVEL TIME

BY AIR: Allow one day.
 BY BUS OR TRAIN: According to carrier's schedule for a direct trip with no stopovers.
 BY PRIVATE VEHICLE: You must travel minimum of 350 miles per day. Divide the total direct distance (Use Rand-McNally figures, although they will probably be slightly higher than the official table we are required to use.) by 350 to determine how many days your trip will take. If the remainder exceeds or equal 51 miles, allow an extra day; if it less than 51 miles, disregard.