

TMO PASSENGER TRAVEL

Separation/Retirement
Completion Steps

- DTR 4500.9-R Part I Passenger Movement Chapter 0510
- AFI 24-602 Vol I Passenger Movement
- JTR

- Please contact us to get your separation/retirement port call form.

Org box: 86LRS.LGRDA@US.AF.MIL

DSN: 480-5373 or 480-5374

Comm: 06371-47-5373 or 06371-47-5374

Passenger Travel Office

SEPARATION / RETIREMENT TRAVEL REQUEST

Note: Scroll mouse over the red triangles on electronic form for instructions on how to fill out form
NEEDS TO BE TYPED handwritten will not be accepted

All fields required if applicable

Member(s) and/or Dependent(s) Name(s): (All passengers traveling on orders)

Last Name	First Name (middle initial is a mandatory TSA requirement)	MI	Rank/Relation	Member's and Dependent's DoD or Passport Number

Organization: Member's DSN: /

Member's Email Address:

Complete if shipping pets: Two pets per family, only dogs and/or cats are permitted as pets on AMC. Pets with owner against AMC price \$100 per pet. 7 lbs counts as 2 pets. Additional commercial pet travel is member's responsibility. (D = dog, C = cat, S = small, M = medium, L = large, X = extra large) (Dimensions in inches) (Age in years) (M = male, F = female)

1) Type: ☐ Kennel size: ☐ Kennel dimensions: ☐ X ☐ X ☐ Total weight (pet and kennel): lbs Request in Cabin? ☐ (18x11x10.5)

Breed: Age: Sex: ☐

2) Type: ☐ Kennel size: ☐ Kennel dimensions: ☐ X ☐ X ☐ Total weight (pet and kennel): lbs Request in Cabin? ☐ (18x11x10.5)

Breed: Age: Sex: ☐

Departure Month: Mandatory departure Date: (If Applicable - Determined by Outbound Assignments/Separations)

Departure Window: to Preferred Date: (If Applicable - Determined by Outbound Assignments/Separations)

REQUEST TRAVEL TO: (Complete the field for **ONLY one** of the four options below).

1. Home of Selection: (Must be authorized on orders) City: State:

2. Home of Record: City: State:

3. Place of Entry on Active Duty or Enlistment: City: State:

4. My Authorized Vehicle Port, Car Shipped by Government: City: State:

Baltimore International - BWI (PREFER TRAVEL TO BWI ONLY) ☐ Mark an 'X' if you would like to travel to **BWI ONLY**

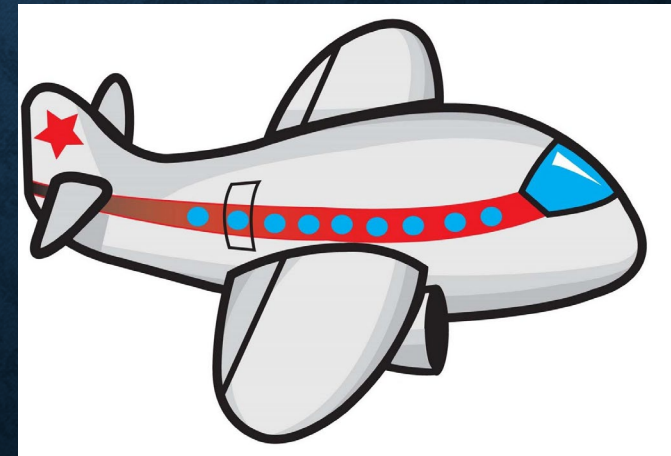
NOTE: (This is only possible if AMC is available. If AMC is not available, you will be booked to one of the four options above).

CBA MEMO AUTHORIZED: Passenger Travel Technician

Member's and/or dependent(s) DOB and gender: (Mandatory TSA requirement)

Member's and/or dependent(s) DOB and gender	DAY	MONTH	YEAR	MF (Male/Female)

REMARKS: PLEASE INCLUDE ANY ADDITIONAL INFORMATION IN THE REMARKS SECTION



- Once the Separation/retirement worksheet is completed, send the form and your orders to our org box for processing.
- If you do not have orders and are traveling with pets on AMC rotators, we can reserve pet spots in advance. Once your orders have been cut, send them to us and your flight will be confirmed.

A Common Access Card/DODID is required for AMC travel

NOTE: We can only send you to the location authorized on your orders.

Home of record, home of selection, or place of entry.

If you are taking terminal leave/permissive leave before your effective separation date, we will need a screen shot of your leave via Leave Web Dating from the preferred date of travel to date of separation/Date of retirement

* The requested Skill Bridge location is not authorized for members who are separating from service. *

Separation Orders

17. WILL PROCEED TO	
<input checked="" type="checkbox"/>	PLACE OF ENTRY ON ACTIVE DUTY OR ENLISTMENT
<input type="checkbox"/>	HOME OF RECORD
<input type="checkbox"/>	HOME OF SELECTION
<input type="checkbox"/>	OTHER (See Remarks)

Retirement Orders

PROCEED TO HOME OF SELECTION

AMC & Commercial Air Pet Information

AFI 24-602 V1 Ch. 5 para 5.4 Pet Shipments pg 52.

AMC Pet Info (Dog or Cat only)

2 pets per family

First come, first serve basis

Weight limit 150 lbs ea. -including kennel

In cabin kennel cannot exceed:

L 18" x W 11" x H 10.5" and pet must be able to stand up and turn around.



Commercial Pet Info

It is the member's responsibility to reach out to the airline to make sure the pet(s) can get onto the plane.

Pit Bulls, Boxer, Pugs, Boston Terriers, Bull dogs are categorized as a "Snub Nose" which have reparatory issues due to the snout of the animal and change in temp and air quality in the belly of the aircraft. Snub nose pets can fly in as carry on in cabin with an Exception to Policy. Traveler will refer to airline for more information. ***AMC WILL ALLOW THESE PETS***

PET TRAVEL

Governing Regulation: AFI 24-602 V1 Ch. 5 para 5.4 Pet Shipments pg 52.

Frequently asked questions relating to Air Mobility Command (AMC) Pet Travel:

Q: When pertaining to pet travel, how are pets defined?

A: Pets are defined as cats or dogs only and are limited to two pets per family in permanent change of station status **only**.

Q: Who is responsible for pet related shipping expenses?

A: Travelers are responsible for all expenses related to pet shipments military/ civilian employees are entitled to reimbursement IAW Joint Travel Regulation (JTR) 054103 and **must** be stated on their orders or have a non- available letter for pet travel. All travelers must reference the Foreign Clearance Guide to ensure general entry and health requirements are met prior to pet shipment

Q: How much are the fees associated with shipping pets?

A: Pets are charged as excess checked baggage during AMC check-in at the departure terminal; therefore, travelers are expected to pay at that time. The cost of excess baggage varies depending on the AMC channel and destination.

- Starting at **\$125** per pet up to **70 lbs**. AMC restricts the combined weight of the pet and kennel (shipping container) to **150** pounds

Q: What is the kennel size for AMC?

A: L 18" x W 11" x H 10.5" in cabin. If pet can comfortably stand, turn 360 degrees and lay

Q: What information is required to reserve space on an AMC flight for my pet if I do not have orders?

A: We can reserve space on AMC if pet info is provided: kennel dimensions, age and breed.

Q: I have an Emotional Support Pet

A: For AMC, larger size breeds can go in cabin only if member can prove pet is certified by vet as emotional support. Supporting medical document must be provided to AMC Passenger Terminal who will have final say on cabin approval.

***** NOTE:** If AMC is unavailable, customer is responsible for shipping pet by commercial means***

Frequently asked questions relating to Commercial Air Pet Travel:

Q: Who can I contact for pet reservations on commercial air?

A: Once flight is booked, please contact the airline carrier directly to arrange pet reservations.

Q: What are the fees for commercial air pet travel:

A: \$3000-4000 for large dogs ex. Great Dane \$200-300 Small breeds ex. Chihuahua

Q: Does my pet need a passport?

A: Passport is required for commercial air travel with vaccination information and any other required health documents provided by veterinarian. All will be provided to the airline.

***** NOTE:** 01 May- 30 Sep Commercial airliners issue a Heat Embargo for during this time of year. Pets can experience health issues such as heat exhaustion and cannot fly in the belly of the aircraft. Travelers will need to utilize other means of pet shipping or seek AMC availability. American Airlines in corporation with GRADLYN is an alternate means of shipping a pet. More information on this service can be provided by contacting GRADLYN at +49 (0) 89 975914-81/82 or www.gradlyn.com. ***



FOLLOW-ON TRAVEL

- We will forward your information to SATO for your follow-on travel. SATO will send your final itinerary 3-5 business day before your departure.
- If you are not taking the rotator (flying commercially), your port call date for out processing will be your preferred departure date you filled out on the port call form.
- The CBA (centrally billed account) will pay for your commercial travel. Separating/retiring member's GTCC will no longer be valid.
- NOTE: If you need to change or cancel your follow-on reservation, please contact us so we can forward that change/cancelation to SATO. Please note all should be done 6 days prior to fly out date.

More Information

A Service member and his or her dependent must begin travel to the HOR or PLEAD before the 181st day following separation from Service or release from active duty to receive separation allowances. When travel before the 181st day would impose a hardship on the Service member, a time-limit extension may be authorized or approved for a specific time through the Secretarial Process. The request for a time-limit extension must include the following:

1. A description of the circumstances that prevent travel within the 180 days, the specific amount of additional time requested, and an acknowledgement that the extension is not being granted merely to accommodate personal preference or convenience. The extension must be for the shortest time appropriate under the circumstances.
2. An extension cannot be authorized or approved if it extends travel and transportation allowances for more than 6 years from the date of separation, release from active duty or retirement, or from the date the Service member's dependent receives an official notice that the Service member is dead, injured, missing, interred, or captured. The only time the 6 years may be exceeded is when a Service member's certified on-going medical condition prevents relocation of the dependent for longer than 6 years from the notification date.

This information is for separatees only, retirees are authorized 3 years to decide.



Service Member Discharged from the Service under Other than Honorable Conditions

A. Eligibility.

A Service member who is discharged from the Service under other than honorable conditions may be authorized limited transportation allowances.

B. Allowances.

An eligible Service member may be authorized the least expensive transportation by airplane at Government expense, but not per diem. If the AO does not provide Government procured transportation, then the Service member may be reimbursed for personally procured transportation up to the least-expensive cost the Government would have incurred for transporting him or her. Table 5-31 specifies the authorized destinations and travel allowances when a Service member is discharged or released.

Table 5-31. Authorized Destinations and Allowances upon Discharge or Release		
	If...	Then...
1	a Service member has not been confined,	he or she is authorized to travel to either his or her HOR or PLEAD.
2	a former Service member is released or paroled from a U.S. military confinement facility,	he or she is authorized transportation allowances from the place of confinement to the HOR, PLEAD, or Service-approved place of residence as a parolee.
3	a former Service member is released or paroled from a non-U.S. military confinement facility OCONUS,	he or she is authorized transportation allowances to the port of embarkation in the country of the Service member's HOR or PLEAD from either the place of release from confinement or from the U.S. military facility nearest the place of confinement.
4	a former Service member is released or paroled from confinement by civil authorities (Federal, state, county, or local) in the CONUS,	he or she is not authorized transportation.
5	either the Service member's commanding officer or other proper authority	the Service member may be authorized transportation allowances to that destination from the place of

QUESTIONS?

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SATO TRAVEL: 06371-98-190