

**Passenger Travel**

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Yokota AB, JP

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Mon-Fri  
073-1600

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## PCS Travel Process

Step 1: Contact MPF Outbound Assignments to obtain an AF IMT 1546 Passenger Reservation Request.

Step 2: Complete Passenger Reservation Request form and submit it to MPF Outbound Assignments.

- a. Member and dependent(s) information annotated on Passenger Reservation Request form must match with their passport.

### **What to expect next.**

1. Outbound Assignments QCs form and submits Passenger Reservation Request form to TMO Passenger Travel for booking.
2. TMO Passenger Travel creates the travel reservation and sends itinerary to MPF Outbound Assignments and to the member.
  - a. Contact TMO Passenger Travel to make any necessary corrections once you receive your itinerary. Must be done 5 days prior to your departure. Member is responsible for any additional charges for changes after ticket has been purchased.
  - b. TMO will issue ticket within 5 days prior to departure date.
    - a. Timeline for ticket purchase will vary. Some airlines require tickets to be purchased within a certain amount of time due to certain things such as if traveling with pets or restriction on the type of ticket being purchased. Member is responsible to make sure GTC is active prior to issuance date. Inactive GTC may cause a significant delay in travel.

For questions regarding pet reservations, order of precedence, circuitous travel, or COT please check out our frequently asked questions section or contact our office.

## Passenger Travel FAQ's

Pets: Pet reservations are made on a first come first served basis. Members can submit their pet reservation request with the AF IMT 1546. Passenger Travel section can only reserve pets on AMC Patriot Express (rotator) flights. When pet spaces are unavailable on AMC missions, the traveler is solely responsible for shipping their pets using a commercial airline.

- a. The pet species authorized for travel via AMC Patriot Express are Cats or Dogs.
- b. A 20 day travel window is requested for members traveling with pets.
- c. Pet space is limited to 2 pets per family/member.
- d. Pets traveling in cabin must have a soft carrier. Maximum carrier dimensions are 20" X 16" X 8.5"
- e. When no pet space is available via AMC, members may accompany the pet commercially provided they can procure a negative critical mission impact statement signed by the Unit/Sq CC.

Order of Precedence: Members must take the contracted Patriot Express for OCONUS travel unless there is a documented negative critical mission impact statement. Even if the service can be provided at less cost by a commercial air carrier or if it's more convenient, member must travel on the Patriot Express.

- a. Negative mission impact statement must be signed by the member's Unit/Sq CC in order to support the non-use of AMC Patriot Express.

Circuitous Travel: Members (PCS or TDY) desiring to deviate from the official route between the losing and gaining duty stations constitutes a request for circuitous travel.

- a. Must be approved by MPS/AO and annotated on the members official travel orders.
- b. To assist in decision making and reimbursement of travel cost the Government Constructed Cost (GCC) memorandum can be requested from Passenger Travel.
- c. Members requesting circuitous travel are required to pay excess cost, if any, compared to the cost that the government would have paid on the prescribed travel route.
- d. TMO does not authorize/approve circuitous or self-procured travel.

Consecutive Overseas Travel (COT): Government funded travel form OCONUS to the member's home of record, as stated on the member's orders.

- a. If members choose an alternate destination (other than the home of record on the orders) more expensive than transportation to the home of record, the member will be financially responsible for the travel reimbursable up to the amount that the government would have paid for travel to the home of record.

Leave in conjunction with official (LICWO): Travel refers only to travel in conjunction with TDY.

- a. LICWO letter is not required for members to take LICWO. Deviating from the official route constitutes circuitous travel. See circuitous travel.
- b. TMO does not authorize/approve LICWO or self-procured travel.