

HOME OF SELECTION TRAVEL AND TRANSPORTATION ENTITLEMENTS

AUTHORITY

1. MEMBER'S NAME (Last, First, Middle Initial)		2. MEMBER'S RANK/GRADE	
3. EFFECTIVE DATE OF RETIREMENT/TDRL/DISCHARGE/ INVOLUNTARY SEPARATION	4. SPECIAL ORDER NO.	5. SPECIAL ORDER DATE	6. DATE ENTITLEMENTS EXPIRE (One year after Retirement/TDRL/Discharge/Involuntary Separation Date in Block 3)

7. I HAVE BEEN ADVISED AND UNDERSTAND THAT:

a. **TRAVEL:** Travel for myself and my dependents to a home of selection (HOS) must be completed within one year of the effective date of retirement/TDRL/discharge/ involuntary separation (unless extended, ref. section 7.d).

- (1) Reimbursement for travel of dependents is not authorized until I complete travel to the home of selection and submit a travel voucher.
- (2) Filing of a travel voucher and/or acceptance of government funded transportation to a chosen location, or acceptance of Travel & Transportation allowances constitute a HOS and is irrevocable.
- (3) If stationed overseas, I may travel to a CONUS (or Non-Foreign OCONUS) separation station designated on the AF Form 899 (PCS order). This does not constitute a HOS.

b. **SHIPMENT OF HOUSEHOLD GOODS (HHG):** My entitlement to ship HHG at Government expense will terminate unless my HHG are turned over to a Traffic Management Officer or to a Transportation Service Provider (TSP) for shipment within one year of the effective date of my retirement/TDRL/discharge/involuntary separation (unless extended, ref. section 7.d).

- (1) The Joint Federal Travel Regulation (JFTR) authorizes me shipment of _____ lbs of HHG to my HOS.
- (2) Multiple shipments or shipments to location(s) other than HOS, may incur excess cost payable by me.
- (3) If ordered to a CONUS (or Non-Foreign OCONUS) separation station on an AF Form 899, I may ship HHG from overseas to the processing station. This does not constitute a HOS move. However, if I take possession of these HHG and then later elect to ship this property to a HOS, I understand that I will be responsible for excess cost incurred for repacking and re-handling.
- (4) I understand that once I ship my HHG to my HOS, I will no longer be authorized to place my HHG into NONTEMPORARY STORAGE (NTS). I will only be authorized Storage In Transit (SIT) for up to 90 days.
- (5) If I reside in government controlled quarters (QTRS) or privatized housing and are required by competent authority to vacate these QTRS/privatized housing before selecting a HOS, a short distance HHG move from the vacated QTRS/privatized housing to a local temporary residence in the vacated QTRS/privatized housing vicinity is authorized (JFTR weight limit does not apply). This does not constitute a HOS as long as a travel voucher is NOT filed.

c. **NONTEMPORARY STORAGE (NTS) OF HHG:** If I choose NOT to ship my HHG to a HOS at this time, I may place my HHG into NTS at Government expense. My entitlement to NTS at Government Expense terminates on the date in section 6. If my HHG are in NTS as "excess to government quarters/privatized housing" this storage lot must be converted to my retirement order and will expire on the date indicated in section 6. I may apply for an extension, but storage costs are payable by me (ref. section 7.d).

d. **EXTENSIONS:** An extension of the one year time limit may be authorized/approved (for myself only) through the Secretarial Process because of hospitalization or medical treatment, education or training, and/or other deserving cases which prevents me from moving to my HOS within the one year time limit. **Prior to expiration of my HOS entitlement, I must submit a letter to PPA HQ/ECAF-B, 2261 Hughes Ave, Suite 159, Lackland AFB, TX 78236-9857. Comm Fax: (210) 321-4263, DSN Fax: 954-4263, Email: hqppa.ecaf-ext@us.af.mil.** The letter must fully demonstrate why I could not perform my HOS move by the date in section 6. If my extension is approved and my personal property is in NTS, storage costs beyond the date in section 6 are payable by me. In addition to the letter, I must provide the following (case specific):

- (1) **MEDICAL/EDUCATION:** Included with this letter must be:
 - (a) A copy of my retirement, TDRL, separation, or discharge special order, AND
 - (b) **MEDICAL:** A written statement from the attending physician(s) or hospital administrator giving a brief description of illness, specific treatment, and dates treatment or hospitalization provided during the one year period following retirement, OR
 - (c) **EDUCATIONAL:** A statement from the registrar or other authority of the educational institution addressed to PPA HQ/ECAF-B. The statement must be on institutional or company letterhead and contain the complete designation of the educational institution, commercial concern, or place of employment; the nature of study or course of instruction; the date the period of education or training began; and the contemplated date of completion of the period of education or training.
- (2) **OTHER DESERVING CASES (ODC):** When an unexpected event beyond my control occurs, supporting documentation must be included with this letter. ODCs are, but not limited to:
 - (a) Death in the immediate family - furnish a copy of the death certificate.
 - (b) Delay in construction of retirement home - statement from the contractor about the delay and estimated completion date.
 - (c) Severe illness of dependent - statement from physician describing illness, course of treatment, and date that the individual may be expected to recover sufficient to travel.
- (3) **EXTENSION FACTS:**
 - (a) An extension request should be submitted between 90 and 60 days PRIOR to the expiration of the entitlement (ref. section 6).
 - (b) Extensions are not automatically approved.
 - (c) Extensions are approved for a one year period.
 - (d) Not more than five extensions will be approved, in most cases fewer (i.e.: two extensions for delay in selling a home).
 - (e) If my request is disapproved, the time required for submission/review of my request does not extend my time limit.

8.a DATE	8.b COUNSELOR'S SIGNATURE <div style="text-align: right; margin-top: 10px;">Click to sign</div>
9.a DATE	9.b MEMBER'S SIGNATURE <div style="text-align: right; margin-top: 10px;">Click to sign</div>