



NAVAL CONSTRUCTION TRAINING CENTER "A" SCHOOL TRANSFER INFORMATION SHEET



Privacy Act Statement

Authority: USC 5701,37 USC 404-427, EO 9397,31 USC 3322,32 CFR 209 and/or 210.

Principle Purpose(s): Used for submitting travel arrangements to Schedule Airline Ticket Office (SATO).

Routine Use(s): To request travel and leave requirement after "A" School graduation.

Disclosure: Voluntary; however, failure to furnish information requested may result in not receiving request travel arrangements or leave.

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|------------|--------------------------|---------------|------------|-----------------|
| LAST NAME: | | FIRST NAME: | | MIDDLE INITIAL: |
| RATE: | SSN (FULL SSN REQUIRED): | CLASS NUMBER: | GRAD DATE: | |

1. You are entitled to travel at government expense from Gulfport, MS to your next duty station. You will be provided a commercial airline ticket from Gulfport to your next duty station.

2. Your PCS orders authorize you a maximum of 14 days leave. Select one of the options listed below:

I will request _____ days leave. I understand I will be provided a commercial airline ticket from Gulfport, MS to my next duty station departing on the day after my leave ends.

My leave address will be: _____

I do not want to request any leave. I understand I will be provided a commercial airline ticket from Gulfport, MS to my next duty station departing on my date of graduation.

Commercial airline ticket is not required as I will be traveling to my next duty station in my Privately Owned Vehicle (POV) or my new command is located on this base. However, I will request _____ days leave.

3. Print your primary next of kin (NOK) address and phone number.

| | |
|----------------|---------------------|
| Name: _____ | Relationship: _____ |
| Address: _____ | Home Phone: _____ |
| _____ | Cell Phone: _____ |
| _____ | |

4. Attach a copy of your PCS orders to this form.

SIGNATURE
DATE