

EARLY RETURN OF FAMILY MEMBERS WORKSHEET

NAME:		RANK/RATE:	SSN:
COMMAND:		UIC:	WORK:
PRD:	EAOS:	DATE CMD SPONSORED:	PG 13 TOUR ELECTION DATE:
PRESENT ADDRESS:			HOME PHONE:
DEPARTURE DATE:	DESTINATION:	DATE OF PAGE 2:	NO OF DEPENDENTS:
HOUSEHOLD GOODS SHIPMENT: () YES () NO		TO:	
POV SHIPMENT: () YES () NO		TO:	
FAMILY MEMBER(S) TO BE RETURNED EARLY: (Name, Relationship, and DOB)			

CHECK-OFF SECTION:			
____ Received original of approved request for early return of family members			
____ Travel orders prepared			
____ Passenger Transportation Request (PSAFE Form 4650/5) and Application for Transportation of Family Members (DD Form 884) received from member			
____ PRR submitted to NAVPTO			
____ Page 2 verified and updated			
____ Submit SDS Event to update DOS on EDVR			
____ Adjust allowances: ____ OHA ____ COLA ____ COMRATS ____ VHA			
NOTES:			
1. Members in receipt of PCS orders are not entitled to early return of family members at government expense if they have been notified of a PCS transfer (whether or not the orders are on board). Personnel in receipt of PCS/Separation/Retirement orders may not move their family members earlier than six months from transfer date.			
2. TLA is not authorized for early return of family members.			
3. Non-command sponsored family members are not entitled to early return at government expense.			
RETAIN FILE:			
____ Original request approved by the Installation Commander/Area Coordinator			
____ Copy of travel orders			
____ Copy of confirmed port call and related documents			
____ Copy of tour election on page 13			
____ Old page 2			