

PASSENGER RESERVATION REQUEST – AFTER WORKING HOURS

| | | |
|--|----------------|-------------------------------|
| COMMAND | TYPE OF TRAVEL | DATE |
| POINT OF CONTACT (POC) | | PHONE NUMBER FOR POC |
| PSD/CSD CDO/TA | | PHONE NUMBER FOR CDO/TA |
| NAME OF MEMBER/SPONSOR (Last, First, MI) | RANK/RATE | SSN |
| NAME OF DEPENDENTS (IF APPLICABLE) | | |
| Last | First | MI |
| | | Date of Birth (Children Only) |
| Passport Number | | |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

TRANSPORTATION REQUESTED

| | | | |
|--|------|-----------------|--------------------|
| DEPARTURE DATE | FROM | TO | RETURN DATE |
| LEAVE ADDRESS | | LEAVE PHONE NO. | LEAVE START DATE |
| | | | LEAVE END DATE |
| MEMBER REQUESTS CONNECTING FLIGHT AT OWN EXPENSE: <input type="checkbox"/> YES <input type="checkbox"/> NO | | | CREDIT CARD NUMBER |

| | | | |
|----------------|-------|-------|-------------|
| DEPARTURE DATE | FROM | TO | RETURN DATE |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

ADDITIONAL INSTRUCTIONS/REMARKS

******* DO NOT WRITE BELOW THIS AREA: FOR PSD/CSD CDO/TA USE ONLY*******

| AIRLINE | FLT NO. | DATE | FROM | AIRPORT CODE | ETD | TO | AIRPORT CODE | ETA | DATE |
|---------|---------|------|------|--------------|-----|----|--------------|-----|------|
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|---|-------------|-------------|--------|-----------------------------------|
| MIP | AMC NON USE | TYPE TRAVEL | BRANCH | REQUESTED: |
| SATOTRavel NAVY HELP DESK SAN ANTONIO, TEXAS | | | | DATE: _____ FROM: _____ TO: _____ |
| FROM GUAM 1-800-359-9999 | | | | DATE: _____ FROM: _____ TO: _____ |
| FROM JAPAN 0044-22-11-2270 | | | | DATE: _____ FROM: _____ TO: _____ |
| FROM KOREA 210-824-8455 (CALL COLLECT) | | | | DATE: _____ FROM: _____ TO: _____ |
| FROM SINGAPORE 800-1100-860 | | | | DATE: _____ FROM: _____ TO: _____ |

**THE CDO MUST FORWARD THIS FORM TO THE CTO FIRST THING IN THE MORNING
ON THE FIRST WORKING DAY AFTER THE FLIGHT HAS BEEN BOOKED.**