

NPPSC 4650/1 INSTRUCTION (Authorized Departure)

1. Select "New"
2. Today's date
3. Enter "PS1 Serna, Rabi"
4. Enter "DSN: 318-439-4676"
5. Enter "m-ba-cusnc-n1-addistro@us.navy.mil"
6. Enter your name as it appears on your passport
7. Enter your "DOD ID Number"
8. Select appropriate rate/rank on the drop down
9. Select Date of Birth on the drop down
10. Select your Gender
11. Enter your Passport number, Expiration, and VISA number (as applicable)
12. Enter valid traveler's phone number i.e. (901) 437-2358 / + 973-1234-5678
13. Enter traveler's email address
14. Enter Detaching Command i.e. COMUSNAVCENT or COMFIFTHFLT
15. Enter "N/A"
16. Enter "N/A"
17. Enter Travel Date i.e. "10 OCT 2023" and select time on the drop down
18. Enter "N/A?"
19. Select "No"
20. Select Travel Type "Unaccompanied"
21. Enter "N/A"
22. Enter "N/A"
23. Enter "N/A"
24. Select "No"
25. Enter Family Member information "Cannot leave blank"
26. Enter valid CONUS address "Safe Haven Address"
27. Enter valid phone number i.e. (501) 123-456
28. Enter valid email address i.e. navydoe@yahoo.com
29. Enter valid Next of Kin information
30. Enter number of seats required i.e. 3 for 3 dependents
31. Select seat drop down seat preference
32. Enter "N/A"
33. Skip block 33
34. Enter Sponsor's DOD ID #, CAC Expiration date, any remarks
35. Select "Not Applicable"
36. Select one, Yes or No
37. a. Enter your name and rank i.e. Navy Doe / TMC
b. Sign with your CAC
c. Enter Today's date
- 38.a. through 38.d. (Skip)

**PASSENGER RESERVATION REQUEST
NPPSC 4650/1 (02-2017)**

Supporting Directive NPPSCINST 5213.1

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. 5013, Secretary of the Navy; and E.O. 9397 (SSN).
Purpose: To complete request for Navy Passenger Transportation Office (NAVPTO) to process Navy member's PRR and issue a port call.
Routine Uses: Department of Defense employees executing duties to assist in processing individual Navy travel requests and applicable port call(s).
Disclosure: Mandatory. Failure to provide the requested information may inhibit the Navy's passenger travel process.

1. Type Request: <input checked="" type="radio"/> New <input type="radio"/> Modification/Change <input type="radio"/> Cancellation		2. Date: 23-Oct-2023		NAVPTO USE ONLY			
3. Transfer Clerk/Command POC: PS1 SERNA, RAB1				Ship Location:			
4. POC Work Phone: DSN: 318-439-4676		5. POC Work E-mail: M-BA-CUSNC-NI-ADDISTRO@US.NAVY.MIL		Date:			
6. Name (Last, First, Middle - as shown on the photo ID used for travel and present to the TSA Agent while going through airport security): SAILOR, NAVY A				7. SSN/DoD ID Number 1234567891		AMC Flight Available: <input type="radio"/> Yes <input type="radio"/> No	
8. Rate/Rank: O3 / LT		9. Date of Birth: 23-Oct-2023		10. Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female		Flight No: _____ Date: _____	
11. Passport Number / Expiration Date / Visa No. XXXX 23-Oct-2023 XXXXXX		12. Traveler's Phone w/Area Code: (555) 555-1234		13. Traveler's E-mail Address:			
14. Detaching Command (Current PDS City, State, Country): COMUSNAVCENT/COMFIFTHFLT				15. Gaining Command (New PDS City, State, Country): N/A			
16. Detachment Date (Current PDS): N/A		17. Availability Travel Start Date/Time 23-Oct-2023 Anytime		18. Mandatory RNLDT Date at NEW PDS. Mandatory TPP is 10 days for OCONUS, 20 days for pets. N/A			
19. Are there any Intermediate/Temporary Duty Stations Enroute? If Yes, please list with dates required for arrival and departure. <input type="radio"/> Yes <input checked="" type="radio"/> No							
20. Travel Type: <input type="radio"/> Accompanied <input checked="" type="radio"/> Unaccompanied <input type="radio"/> PCS <input type="radio"/> COT <input type="radio"/> Deferred COT <input type="radio"/> OTEIPO <input type="radio"/> RAT TVL							
21(a). EAOS: N/A		21(b). Extensions: N/A		22. Overseas Screening Completed? <input type="radio"/> Yes <input checked="" type="radio"/> No <i>If No, In Progress?</i> <input type="radio"/>			
23. Prescribed Tour Length: N/A		24. Dependent Entry Required? <input type="radio"/> Yes <input checked="" type="radio"/> No					
25. List of Family Member(s):							
<i>Last, First, Middle Name</i>		<i>SSN</i>	<i>Relationship</i>	<i>Date of Birth</i>	<i>Passport #</i>	<i>Exp Date</i>	<i>Visa #</i>
+ X DEPENDENT, NAVY A		123-45-6789	Spouse	24-Oct-1995	Y123456	23-Oct-2023	1325456
26. Mailing Address while on Leave after Detachment:				27. Phone Number(s) after Detachment (include Area Code):			
SAFE HAVEN ADDRESS			Apt/Suite	Type	(555) 555-1234		
City		State	Zip	Type	(555) 555-5678		
28. E-mail Address After Detachment: ENTER VALID EMAIL							
29. Next of Kin (Not Traveling) Contact Information:							
FAMILYMEMBER, NAVY A							
5555551234							
POC ADDRESS						Apt/Suite	
City						State	Zip
30. Number of Seat(s) Required: 1		31. Seat Preference: Any		32. Excess Baggage Authorized (#): 0			
33. Alternate Route(s) for Personal Convenience must be authorized per JTR/DoD 4500.9-R and comply with U.S. flag carrier regulations. Indirect/Personal travel above and beyond entitlements will be the member's responsibility. If flying non-US airline, reimbursement will not be authorized.							
+ X 1		Time	BAHRAIN	State	To: City	State	Mode of Travel
34. Additional Information: DOD #: SPONSOR DOD ID _____ CAC EXP DATE: _____ REMARKS:							
35. Shipping POV To/From Overseas After Detachment from Current PDS? <input type="radio"/> Yes <input type="radio"/> No or Not Permitted <input checked="" type="radio"/> Not Applicable							
36. Pet Reservation (2 Pets Total, Cat or Dog Only, Allowed on AMC Flights) Are you shipping pets? <input type="radio"/> Yes <input checked="" type="radio"/> No							
37(a). Member Name/Rank: SAILOR, NAVY A LT				37(b). Member Signature:		37(c) Date:	
						<input type="radio"/> SOF	
NOTE For Students Only: PSD obtaining Travel/Transportation Authorization form with signature from student check "SOF" box.							
38(a). Supervisor Name/Rank:		38(b). Phone Number		38(c). Supervisor Signature:		38(d) Date:	