

DATE: _____ IBA

PTO NAME: _____ CBA

*NOTE: DMO Passenger Travel requires a minimum of 5-10 business days to arrange travel. Reservations will be made on or about the 21 day mark prior to departure. Tickets will be issued three days prior to departure. PTO hours of operations are M, Tues, W, F 0730-1130 – 1300-1630, Thur 0730-1130 – 1300-1630 Closed. This Passenger Reservation Request as well as your orders can be email to MCBButlerPTOFoster@usmc.mil Once the reservation is confirmed and the name spelling needs to be changed, there is no guarantee that the same flight will be reserved. This is because in most cases TMC will need to cancel the existing record and make a new reservation.

PASSENGER RESERVATION REQUEST

(This form is subject to the Privacy Act of 1974)

SPONSOR'S INFORMATION

1. RANK/GRADE	2. NAME (Last, First, MI)	3. DOD ID	4. TYPE OF TRAVEL
			PCS (CIVILIAN)
5. DATE OF BIRTH	6. CURRENT UNIT	7. GENDER	DELAYED DEP
			RESERVIST
8. EMAIL (military and personal)		9. PHONE NUMBER	
Duty:		MLC TAD	
Personal:		ON-ISLAND SEP/RET	
		ERD	

DEPENDENT INFORMATION (if applicable)

10. NAME (Last, First, MI) as shown on passport	11. DATE OF BIRTH	12. GENDER	13. DOD ID

FLIGHT INFORMATION

14. DEPARTURE LOCATION:	15. ARRIVAL LOCATION:
16. DEPARTURE DATE:	17. RETURN DATE (if applicable):
18. DATE AVAILABLE:	19. MANDATORY DEPARTURE DATE:

PET INFORMATION (if applicable)

DOG/CAT	GENDER	AGE	SPECIFIC BREED	KENNEL DIMS	WEIGHT w/kennel	KENNEL TYPE
				L: W: H:	Lbs	Soft Hard
				L: W: H:	Lbs	Soft Hard

Only 2 pets per family. * Maximum combined pet & kennel weight is 150 lbs. for AMC & 99 lbs 40Lx27Wx30H for Commercial Air.*

Please provide accurate kennel size. Fail to do so, there is no guarantee that pet can be booked on a same flight

REMARKS:

GTCC information (if applicable)

GTCC NUMBER (Remove first 4 digits)	EXPIRATION MONTH/YEAR	OPENED/ACTIVATED?	GTCC LIMIT
		YES NO *Contact S-1/APC	\$

Signature: _____ Date: _____