

HOME OF SELECTION TRAVEL AND TRANSPORTATION ENTITLEMENTS

AUTHORITY

EFFECTIVE DATE OF RETIREMENT/TDRL/ INVOLUNTARY SEPARATION	SPECIAL ORDERS NO.	DATE	ENTITLEMENTS EXPIRE ONE YEAR AFTER RETIREMENT/TDRL/INVOLUNTARY SEPARATION
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I HAVE BEEN ADVISED AND UNDERSTAND THAT:

1. **TRAVEL:** Travel for myself and my dependents to a home of selection must be completed within one year of the effective date of retirement/TDRL/separation/discharge (unless further extended as provided in paragraph 4 below).

- a. Reimbursement for travel of dependents is not authorized until I complete travel to the home of selection and submit a travel voucher.
- b. **Filing of a travel voucher and/or acceptance of government funded transportation to a chosen location, or acceptance of Travel & Transportation allowances constitute a "Home of Selection" (HOS) and is irrevocable"**
- c. If stationed overseas, I may travel to a CONUS (or Non-Foreign OCONUS) separation station designated on the AF Form 899 (PCS order). **This does not constitute a Home of Selection.**

2. **SHIPMENT OF HOUSEHOLD GOODS (HHG):** My entitlement to ship Household Goods (HHG) at Government expense will terminate unless HHG are turned over to a Traffic Management Officer or to a carrier for shipment within one year of the effective date of my retirement/TDRL/involuntary separation (unless extended as provided in paragraph 4 below).

- a. The Joint Federal Travel Regulations (JFTR) authorizes me shipment of _____ lbs of HHG to my HOS.
- b. Multiple shipments or shipments to location(s) other than HOS, may incur excess cost payable by me.
- c. If ordered to a CONUS (or Non-Foreign OCONUS) separation station on an AF Form 899, I may ship HHG from overseas to the processing station. This does not constitute a Home of Selection move. However, if I take possession of these HHG and then later elect to ship this property to a Home of Selection, I understand that I will be responsible for excess cost incurred for repackaging and rehandling.
- d. I understand that once I ship my HHG to my HOS, I will no longer be authorized to place my HHG into NONTEMPORARY STORAGE. I will only be authorized storage in transit (SIT) for up to 90 days.
- e. Members residing in government controlled quarters who are in receipt of retirement orders and are required by competent authority to vacate these quarters are entitled to a local move of HHG using the retirement order. **This does not constitute a Home of Selection as long as a travel voucher is NOT filed.**

3. **NONTEMPORARY STORAGE (NTS) OF HHG:** If I choose NOT to ship my HHG to a HOS at this time, I may place my HHG into NONTEMPORARY STORAGE at Government expense. The entitlement to NONTEMPORARY STORAGE at Government expense terminates one year after the effective date of retirement/TDRL/involuntary separation (unless extended as provided in paragraph 4). HHG already in NTS may continue in NTS at government expense until expiration of this entitlement. However, if they are in NTS as "excess to government housing" this storage lot must be converted to your retirement order.

4. **EXTENSIONS:** The time limits noted above may be extended (for myself only) if approved by the Secretarial Process for a bona fide educational requirement, medical problems, or other deserving circumstances. **Procedures for extensions applications are:**

MEDICAL / EDUCATION: Prior to expiration of my HOS entitlement, I must submit a letter to JPPSO-SAT/ECAF, 613 N.W. Loop 410, Suite 400, San Antonio TX 78216- 5518. The letter must fully demonstrate why I could not perform my HOS move within one year of retirement/TDRL/involuntary separation. Included with the letter must be:

- a. A copy of my retirement, TDRL, separation or discharge order, AND
- b. (MEDICAL) A certificate from the attending physician(s) or hospital administrator attesting to the dates of treatment or hospitalization provided me during the one year period following retirement, OR
- c. (EDUCATIONAL) A statement from the registrar, or other authority of the educational institution addressed to JPPSO-SAT/ECAF, (on institutional letterhead) attesting to the dates of commencement and completion of training (if applicable) or the contemplated date of completion of the course of instruction or training, including the nature of the course of training or instruction.

OTHER DESERVING CIRCUMSTANCES (ODC): Prior to expiration of my HOS entitlement, I must submit a letter outlining all facts that might justify an extension for circumstances other than my personal medical or educational requirement. Submit this request to AFPC/DPPTT, 550 C Street West, Suite 11, Randolph AFB TX 78150-4713 with supporting documentation, such as but not limited to:

- a. Death in the immediate family - furnish a copy of the death certificate.
- b. Delay in construction of retirement home - statement from the contractor about the delay and estimated completion date.
- c. Severe illness of dependent - statement from physician describing illness, course of treatment, and date that the individual may be expected to recover sufficient to travel.

5. GENERAL INFORMATION ON EXTENSIONS:

- a. Requests for extension should be submitted between 120 and 90 days prior to expiration of the entitlement.
- b. Extensions are not automatically approved
- c. They are approved for one year at a time.
- d. No more than 4 extensions will be approved, in most cases less (I.E. 3 for completion of a 4 year degree).
- e. If your request is disapproved, the time required for submission/review of your request does not extend your time limit.
- f. Extensions approved for medical reasons include NONTEMPORARY storage at Government expense.
- g. Extensions approved for education or ODC, storage costs are payable by me. However, Government contract rates may be used. Additionally, the Government will not be liable for any loss or damage incurred to the household goods while in storage after the basic one year period.

DATE	COUNSELOR'S SIGNATURE
DATE	MEMBER'S SIGNATURE