



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
RANDOLPH AIR FORCE BASE TEXAS**

MEMORANDUM FOR THE NEWLY ACCESSIONED COMMISSIONED OFFICER

FROM: HQ AFPC/DPAH

SUBJECT: Extended Active Duty (EAD) Orders with Information Sheet

Enclosed are your Extended Active Duty (EAD) orders along with an information sheet intended to assist you in better understanding your orders. Please review your orders carefully to ensure all information is correct, as the information on your orders will affect your pay and travel entitlements.

The information sheet should answer most questions concerning your orders. However, any questions you have may be directed to our office at commercial 210-565-2889/2890, or DSN 665-2889/2890.

You may find other helpful information on our web site. To get there, just go to the following page, <http://www.afpc.randolph.af.mil>. This will bring you to the main HQ AFPC web page. Look under the first drop down menu called "Military", then select "Assignments", then "Assignment Teams", then "Chaplain Assignments". Simply click on it and you've found us. Or you may go directly to our page, <http://www.afpc.randolph.af.mil/chaplain/>. Again, feel free to call our office if you have any further questions.

Yvette M. Leach

**YVETTE M. LEACH, TSgt, USAF
NCOIC, Chaplain Personnel Management Division**

**Attachment:
Orders Information Sheet**

DPAH - 6

EXTENDED ACTIVE DUTY ORDERS INFORMATION SHEET

This information sheet is designed to assist you in better understanding your extended active duty (EAD) orders. Please review this information sheet carefully as you go over your orders. The information contained in your orders affects your pay, travel allowances, and other entitlements; it is imperative that the information be correct. Your orders and this sheet provide other helpful information concerning dependent travel and shipment of household goods (HHG), as well as authorization for shipment of a privately owned vehicle (POV) (if applicable).

Item 1: Indicates your reserve grade, and identifies the address from which you will depart for active duty and at which you may receive your EAD orders. This address may be different from your home of record (see item 5) and is used to compute travel time to your first duty station, as well as your effective date of duty (in item 13). This address may also be used to ship household goods to your permanent duty station.

Item 5: Indicates your permanent home of record. It does not necessarily indicate that you anticipate returning to that address or city upon release from active duty, but rather designates what you consider "home." The "Home of Record" is used to compute financial entitlements (i.e., travel pay) upon release from active duty, regardless of where you choose to settle. This address may also be used to ship household goods to your permanent duty station.

Item 10: Indicates the grade that you will assume upon entry on active duty, as well as your active duty service commitment.

Item 12: Indicates the duty station and base to which you have been assigned. It further provides name, dates, and location of Temporary Duty (TDY) courses, which you will be required to attend prior to reporting to your permanent assignment.

Item 13: Effective date of duty. The effective date of duty is the date you begin your extended active duty tour; your pay and allowances accrue from this date. *If you travel prior to the authorized date, you do so at your own risk, and will receive no pay or medical protection.* If, for any reason you start your travel on a date later than that shown in your orders, your effective date of duty becomes the later date, and your pay and allowances would begin on the active duty tour later date. The effective date allows for travel by automobile and is computed at 350 miles per day. Should you elect travel by air, travel time will be adjusted accordingly. Only the travel time actually utilized will be considered in determining the effective date.

Reporting data: Provides reporting instructions (time and location) to your TDY station and to your base of permanent assignment. Always follow these instructions closely as they affect your pay and entitlements.

Travel Time and Leave: The number of days you are authorized for travel from your EAD address to your first base of assignment is shown in items 12 and 13 of your orders. In most cases, your reporting date to your first base of assignment reflects the authorized travel time from item 1 if travel is by POV. If you attend a TDY enroute to your first base of assignment, you will be authorized an additional seven days leave, should you need it. If you choose not to use the leave, you may report directly to your base of assignment after your TDY. Travel time is computed at 350 miles per day (travel time is computed based on distance from EAD to first duty station). Further, should you elect to travel by air, travel time will be computed from the actual travel time used (1 day) and will be adjusted accordingly in determining the effective date of duty.

Items 18 & 19: These items are not applicable to the service member; they provide funding from which Finance and Accounting officers may charge costs of your move.

Item 23: Other special instructions are contained on the back of your orders. Items identified by [X] apply to your situation. Please read each of these items carefully.

OTHER HELPFUL INFORMATION

SHIPMENT OF HOUSEHOLD GOODS (HHG): You are authorized shipment (and/or storage) of HHG to your permanent duty station from either the place from which you entered active duty or your Home of Record. (Shipment may be authorized from a combination of the two addresses, with approval of the Traffic Management Office (TMO)). If you wish to move yourself, a Do-It-Yourself (DITY) move is an option. For information on this, and before initiating such a move, you must first contact your TMO for assistance. **Immediately upon** receipt of your orders contact the TMO at the nearest military installation (not necessarily an Air Force base) **for an appointment**. If you need assistance in finding the nearest TMO, call 1-800-756-6862. (NOTE: You are not authorized to contract directly with any carriers. All arrangements with the carrier are contracted by the TMO. Expenses incurred by direct contract are not reimbursable).

REIMBURSEMENT FOR TRAVEL EXPENSES: You are authorized reimbursement for travel expenses incurred during travel from the place from which ordered to active duty to your temporary duty (TDY) station and to your permanent duty station. Authorization is limited to days of duty/travel as authorized in your travel orders. If travel is by commercial means, retain receipts, as they must be filed with your travel voucher when claiming reimbursement. If you wish to obtain tickets to travel by commercial carrier at government expense (no out-of-pocket funds), contact the base Official Travel Office formerly known as SATO Travel Office for tickets and reservations.

DEPENDENT TRAVEL: You are also entitled to reimbursement for travel performed by your dependents in conjunction with these orders from a distance not to exceed the distance from the place from which you are ordered to active duty (item 1 on your orders) to your first permanent duty station. If travel is by commercial means, retain receipts, as they must be filed with your travel voucher when claiming reimbursement. **Authorization for dependents to accompany the service member to the permanent duty station is automatic, except for the overseas area; therefore, unless you are going overseas, your dependents are not listed on the orders.** Dependents may be added to your orders after arrival at your first duty station. Travel of dependents to the overseas area is based on the location you are assigned. Most overseas bases authorize your dependents to travel with you. For the few locations they are not, the local Military Personnel Flight will assist you with the correct application procedures to allow your dependents to travel with you. ***You WILL NOT be reimbursed for travel of dependents to a TDY station.***

CERTIFICATION OF DEPENDENTS: You should hand carry your marriage certificate and the birth certificate of each dependent to the first duty station (TDY or permanent duty station). These will serve to establish dependency for the purpose of ID cards and medical care, as well as reimbursement for travel.

SHIPMENT OF PRIVATELY OWNED VEHICLE (POV): Shipment of an automobile to an overseas area is prohibited unless specifically authorized on the back of your orders. If authorized on orders, some provisions may apply, e.g., only one automobile may be shipped to an overseas area). Shipment of POVs within the continental United States is not authorized at government expense. However, if actually driven by you or an adult dependent, you may be reimbursed for driving expenses for up to two cars. Contact TMO for further guidance.

REPORTING IN UNIFORM: You may report to your unit of assignment in either civilian clothing or in military uniform. If you choose to report in military uniform, however, ensure that you are in compliance with military requirements and standards, AFI 36-2903. Civilian clothing should adhere to acceptable standards and must be in good taste.

OFFICERS' OPEN MESS: You are entitled to use Officers' Club dining facilities at any military base while enroute to or at your first duty station.

HOUSING: You must contact the Base Housing Referral Office servicing your new duty station prior to entering into any rental, leasing, or purchasing agreement for off-base housing. This requirement is strictly to protect you from unscrupulous renters, leases, etc., and is not intended to restrict your freedom of choice.

SPONSORS: You must provide your gaining unit with your complete address, phone number and a copy of your orders. A sponsor will be appointed to you to assist in your arrival to your unit. If you do not hear from your sponsor within 30 days of reporting, notify the HQ AFPC Call Center at 1-800-558-1404 and they will direct you to your Base INTRO manager for assistance. For short notice orders call immediately for a sponsor.

COT: If you will attend the COT course and have questions regarding the operation of the course, your stay there, or other miscellaneous matters (e.g., reporting time, method of pay, training, etc.), please call them directly at toll free 1-800-854-0188.

OTHER: AFTER ENTRY ON ACTIVE DUTY, ALL QUESTIONS SHOULD BE PRESENTED TO THE PERSONNEL OFFICER OF YOUR UNIT OF ASSIGNMENT.