

**SAMPLE REQUEST FOR APPROVAL TO ESCORT DEPENDENT/S TO
ALTERNATE LOCATION ENROUTE TO GSA
(SAMPLE LETTER #1 - ENROUTE TO GSA)**

(Date)

From: Rank/Rate, Name (First, MI, Last), USN, XXX-XX-1111
To: Navy Personnel Command (PERS-451H)
Info: Navy Personnel Command (PERS-4G3)

Subj: REQUEST APPROVAL TO ESCORT DEPENDENT/S TO ALTERNATE
LOCATION

Ref: (a) JFTR U4600
(b) NAVADMIN _____

Encl: (1) Copy of ITDY orders
(2) Copy of page 2
(3) Copy of PCS orders to ECRC

1. Per references (a) and (b), request approval to escort dependent/s to an alternate location enroute to GSA assignment. Travel must take place prior to reporting to ECRC location. Enclosures (1) through (3) provided for proof of assignment and dependent/s.
2. Dependent/s are relocating from _____ to _____.
(Current PDS/City/State) (Alternate location/City/State)
3. Proposed order of travel for service members. (Note each stop, the portion of travel when escorting dependents, and approximate dates. All dates are approximate.)
4. I am aware if this request is approved and I later decide not to relocate dependent/s in the execution of my GSA assignment, the approval is voided.

I am aware if this request is approved and I later decide to change the route, the approval is voided and I will have to reapply. A change of date does not affect the approval.

I am aware my assignment dates may change and I will have to adjust my itinerary to support the new dates.

I am aware the additional days to escort dependent/s may be charged as regular leave.

5. My contact information is email: _____ and phone number _____.

I. M. Sailor