

## RETIREMENT EXTENSIONS

Extension Request must include the following information:

Name:

Rank:

SSN:

Mailing Address:

Phone #s:

E-mail Address:

Reason for Request for Extension (IAW the JFTR – please see below)

Copy of Retirement Orders\*\*\*\*\*Not the DD214\*\*\*\*\*

Signature:

Send above information to:

### **FOR ALL ARMY**

JPPSOWA Attn: Mr. Sherman Sherin 9325 Gunston Rd, Ste N110 Fort Belvoir, VA  
22060-5580 Voice # (703) 806-0771 FAX # (703) 806-0266 Email address:  
sherman.m.sherin.civ@mail.mil

### **FOR ALL NAVY and 1<sup>st</sup> request for Marines**

Transportation Office Attn: Ms. Lenora Reeves 2234 Huber Rd, Room 116 Fort George  
G Meade, MD 20755 Voice # (301) 677-9639 FAX # (301) 677-9667

### **FOR ALL MARINES (2<sup>nd</sup> or greater request)**

COMPT TRAN VOUCHER CERT BR. (TVCB) Attn: 470 1814 Radford Blvd., Suite  
20318 Albany, GA 31704-0318 Voice # (229) 639-5678

### **FOR ALL AIR FORCE**

PPA HQ/ECAF-B 2261 Hughes Ave, Suite 159 Lackland AFB, TX 78236-9857 Voice #  
210-321-4200 ext 5977/ 5957/5962/4221 DSN 954-4200 ext 5977/5957/5962/4221 FAX  
# (210)321-4263, DSN 954-4263 Email address: hqppa.ecaf-ext@us.af.mil

**INFORMATION FOR ALL RETIREES REQUESTING EXTENSION OF THEIR  
TRANSPORTATION ENTITLEMENT**

**IMPORTANT INFORMATION:**

**If you have executed a move using your retirement orders and settled a travel claim, you may not be entitled to a move using those same retirement orders. If any additional move(s) are executed on your retirement order all cost is the responsibility of the retiree.**

1. All retirees submitting a request for their extension of transportation entitlement to the Joint Personal Property Shipping Office at Fort Belvoir, VA must adhere to the following:

a. A written request must include the following information:

- A valid reason as defined per the Joint Federal Travel Regulation (JFTR), paragraph U5365.
- A current address where you are residing.
- Home/Work/Cell phone number.
- Email address
- Copy of your retirement orders

b. Submission of your request:

- The JPPSOWA is going paperless. We recommended the request be sent via email to: "Sherman.m.sherin.civ@mail.mil", with a copy of your retirement orders.
- If you missed the required suspense date for submission, the JPPSOWA does not have the authority to reinstate your entitlement. It must go to the Secretary of the Army. You must submit a "Request for Reinstatement" with an explanation as to why your reinstatement request should be considered. Please submit the memorandum as shown below:

THRU: Commander, Joint Personal Property Shipping Office – Washington Area (JPPSOWA), ATTN: Mr. Sherin, Fort Belvoir, VA 22060

2. For all other services (Navy, Air Force, and Marines), see attachment. The attachment ("Retirement Extensions") provides information for where to send your requests, or call for other information regarding your retiree transportation entitlement.

NOTE 1: In the instances that you are not able to email your request to the JPPSOWA, you can fax your request (including your retirement orders) to fax#: (703) 806-0266, ATTN: Mr. Sherin, or mail your request to the JPPSOWA address above. You can call (703) 806-0771 to confirm receipt of your faxed or mailed request.

We stress that we greatly prefer an e-mailed request from the customer, not a fax or a letter request, as we are trying to go paperless.

NOTE 2: Other information regarding retiree transportation entitlements based on the JFTR, Vol. 1 can be accessed through the JPPSOWA website at <http://www.belvoir.army.mil/jppsowa>. Once there, select "FAQ" (Frequently Asked Questions) and look for the retiree entitlement questions.

NOTE 3: There are only 2 documents required when requesting extension of your transportation entitlement: your request in writing, and a copy of your retirement orders. There is NO requirement for a copy of your DD form 214. This document does not provide any entitlement to your transportation or travel.

To further better our services please send any comments to the Commander, JPPSOWA. All JPPSOWA contact information is included in the JPPSOWA website.

Respectfully,

Commander, JPPSOWA, Fort Belvoir, VA 22060