



DEPARTMENT OF THE ARMY  
HEADQUARTERS  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
FORT LEONARD WOOD, MISSOURI 65473-5000

FLW Regulation  
No 55-4

15 August 2002

Transportation and Travel  
POST DETAILS

Summary. The change to this regulation reflects transition to the United States Army Maneuver Support Center and Fort Leonard Wood, (MANSCEN & FLW).

Applicability. This regulation applies to all United States Armed Forces military personnel assigned or attached to this installation.

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by Headquarters, MANSCEN.

Suggested Improvements. The proponent agency of this regulation is the Directorate of Logistics (DOL). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to DOL, ATTN: ATZT-DL-TM, 179 Missouri Avenue, Fort Leonard Wood, MO 65473-8952.

FOR THE COMMANDER:



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\*This regulation supersedes FLW Reg 55-4, dated 7 February 1994.

1. Purpose. To establish procedures for affording soldiers departing this installation on permanent change of station (PCS) the opportunity to exercise their option to elect an aerial port of embarkation (APOE).

2. References and Forms.

a. Required references.

(1) AR 600-8-101 (Personnel Processing (In-and- Out and Mobilization Processing). Cited in paragraph 4a(1).

(2) FLW Reg 55-3 (Permanent change of Station (PCS) Travel Entitlements). Cited in paragraph 4c(1).

b. Related references.

(1) AR 600-8-11 (Reassignment).

(2) AR 612-201 (Personnel Processing, Initial Entry/Prior Service Trainee Support.

(3) AR 600-8-10 (Leave and Passes).

(4) Joint Federal Travel Regulation, Volume 1.

(5) Routing Guide for DOD International Air Travel.

c. Prescribed form.

(a) FLW Form 713, Aerial Port of Embarkation (APOE) Election Statement. Prescribed in paragraphs 4a(2), 4c(1), 4c(2), 5a, 5a(1), 5a(2), 5a(3) and 5b. (See appendix A).

3. Explanation of Acronyms and Brevity Codes. The acronyms and brevity codes used in this regulation are explained in the glossary.

4. Responsibilities.

a. The Military Personnel Office (MILPO) will -

(1) Serve as the focal point for reassignment interviews, briefings, overseas orientation and other actions relating to preparation of replacement for overseas movement (POR) processing in accordance with (IAW) AR 600-8-101.

(2) Establish procedures to ensure FLW Form 713 (Aerial port of Embarkation (APOE) Election Statement) is prepared by the MILPO for all permanent party soldiers with an overseas assignment.

(3) Provide orientation of permanent change of station (PCS) travel entitlements for all permanent party soldiers.

(4) Determine if group travel should be directed.

(5) Establish procedures to ensure soldier is not forced to use additional leave to comply with port call instructions.

b. The Transportation Office will -

(1) Establish procedures to ensure travel arrangements are made in accordance with elections.

(2) Establish procedures to ensure that the soldier prepays additional cost when transportation exceeds the basic entitlement.

(3) Provide information and assistance to unit commanders when required in the area of overseas travel entitlements as applicable to this regulation and within the purview of the Transportation Officer's responsibility.

c. All training unit commanders and 43d Adjutant General (AG) Battalion (Reception) commander (for prior service soldiers) will -

(1) Provide information pertaining to APOE election entitlements using FLW Form 713. Soldiers in training units will receive this information not earlier than the third week of training and in conjunction with the transportation and travel entitlements briefing contained in FLW Reg 55-3.

(2) Ensure all trainee and student soldiers complete FLW Form 713 and that completed forms and distributed in accordance with the provisions of this regulation.

d. Commanders will ensure that all permanent party soldiers attend DMP reassignment interviews and overseas orientation briefings as scheduled.

5. Procedures.

a. Commanders outlined in paragraph 4c(1) are responsible for ensuring all trainee, student and temporary duty (TDY) soldiers are provided information pertaining to APOE entitlements, using FLW Form 713 not earlier than the third week of training. The commander will ensure the soldier completes FLW Form 713 and the form is distributed as outlined below :

(1) Advanced Individual Training (AIT) students. Deliver one copy of FLW Form 713 to the Transportation Office no later than (NLT) Monday of the third week prior to the final week of training. The Transportation Office is responsible for maintaining a file of a completed FLW Form 713 for each soldier with an overseas assignment for a minimum period of 6 months from date of port call.

(2) Advanced Noncommissioned Officer's Course (ANCOC) and Basic Noncommissioned Officer's Course (BNCOC). Deliver one copy of FLW Form 713 and overseas order to the Transportation Office NLT Monday of the third week prior to the final week of training.

(3) Officers' Advance Course (OAC) and Officers' Basic Course (OBC). FLW Form 713 will be completed during the MILPO briefing. The Transportation Office will collect the forms and will ensure each student has the opportunity to elect an alternate port.

b. Commanders of permanent party soldiers will ensure soldiers attend DMP reassignment interviews as scheduled in order to comply with provisions of this regulation. MILPO briefings will include APOE briefing on FLW Form 713. The soldier will complete FLW Form 713 during the levy interview. The MILPO will forward completed FLW Form 713 to the Transportation Office.

Appendix A  
SAMPLE OF FLW FORM 713

AERIAL PORT OF EMBARKATION (APOE) ELECTION STATEMENT  
(DA PAM 600-8-11)

PRIVACY ACT STATEMENT: 1. Authority: 10 USC 3013 2. PRINCIPAL PURPOSE: To provide soldiers a choice of APOE to be used in conjunction with their permanent change of station and to alert them of any changes that may occur. 3. ROUTINE USES: Information is used to request port calls for soldiers being reassigned overseas and to alert them of any changes in their port call after their departure on permanent change of station. 4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Voluntary- If the soldier does not provide information by completion of this form, a port call will be requested from the APOE designated as the most cost effective to the Government, and the soldier may incur more nonreimbursable personal expenses. The soldier may not receive important information if a change in the port call occurs. 1. Each overseas area of assignment has an APOE designated as the most cost effective to the Government. I may, however, request an alternate port for my personal convenience. I realize that if I request an alternate port, my travel time, mileage and per diem allowances will be limited to the cost of my movement to the cost effective APOE. If my alternate APOE is more costly than the cost effective APOE, I will pay the difference in cash prior to departure from Fort Leonard Wood. I understand I am not guaranteed an alternate APOE.

2. I elect the following APOE: (circle one)

GERMANY Charleston IAP, SC Atlanta, GA Baltimore-Washington IAP, MD

KOREA Seattle-Tacoma IAP, WA

JAPAN Seattle-Tacoma IAP, WA Los Angeles, CA

PANAMA/HONDURAS Atlanta, GA Charleston, SC

ALASKA/HAWAII St Louis, MO (No AMC available)

DUE TO THE LIMITED NUMBER OF SEATS OUT OF THE ABOVE PORTS, IF THE APOE YOU SELECT IS NOT AVAILABLE, WE WILL BOOK YOU OUT OF WHICHEVER PORT IS AVAILABLE IN YOUR TRAVEL WINDOW. YOUR TRAVEL WILL BE AUTHORIZED FROM FORT LEONARD WOOD TO THAT PORT. YOU MAY SELECT EITHER A TICKET FROM YOUR LEAVE ADDRESS TO THE PORT AND PAY ANY EXCESS COST OVER WHAT YOU ARE AUTHORIZED (FLW TO THE PORT), OR TRAVEL PAY WHEN YOU REACH YOUR FINAL DESTINATION. IF YOU SELECT A TICKET TO THE PORT, LIST THE NEAREST MAJOR AIRPORT TO YOUR LEAVE ADDRESS:

I SELECT TRAVEL PAY TO THE AMC PORT \_\_\_\_\_

3. Advance reservation is required to ship a pet. Please notify us ASAP if pet reservations will be needed, as pet spaces are limited. Cost to ship a pet is approximately \$50 - \$110 and is the responsibility of the traveler to pay at the time of boarding.  
Species: DOG (kind) \_\_\_\_\_ WEIGHT \_\_\_\_\_ CAGE SIZE & WEIGHT \_\_\_\_\_  
CAT \_\_\_\_\_ WEIGHT \_\_\_\_\_ CAGE SIZE & WEIGHT \_\_\_\_\_

4. I WILL/WILL NOT (circle one) SHIP A POV IN CONJUNCTION WITH MY PORT CALL.

5. IF YOU RECEIVE CONCURRENT TRAVEL, DO YOU WANT YOUR FAMILY BOOKED ON THE DAY YOU FLY, OR AT A LATER DATE (WITHIN 60 DAYS): \_\_\_\_\_  
LEAVE ADDRESS:

STREET CITY STATE PHONE NUMBER

NUMBER DAYS LEAVE REQUESTED APPROX DATE YOU WISH TO FLY OVERSEAS

SSN UNIT CLASS # DUTY PHONE NUMBER

LAST NAME, FIRST NAME, MI RANK SIGNATURE DATE

FLW Form 713 (Rev Feb 98)  
Previous Edition Obsolete

Glossary

- AG Adjutant General
- AIT advanced individual training
- ANCOC Advanced Noncommissioned Officer's Course
- APOE aerial port of embarkation
- AR Army regulation
- BNCOB Basic Noncommissioned Officers' Course
- DOD Department of Defense
- FLW Fort Leonard Wood
- IAW in accordance with
- MANSCEN & FLW United States Army Maneuver Support Center and Fort Leonard Wood (same as MANSCEN)
- MILPO Military Personnel Office
- NLT no later than
- OAC Officer's Advance Course
- OBC Officer's Basic Course
- PCS permanent change of station
- POR Preparation of Replacement for Overseas Movement
- TDY temporary duty