

## Storage in Transit (SIT) Extension Request Submission Form

**Please fill out this form and include it when you send your SIT Extension Request to PDTATAC. Your request will not be considered without this form.**

Please include the following documentation for PDTATAC to validate the filled-out requirements.

1. A request memorandum from the Service or Agency to the PDTATAC indicating the reason for SIT beyond the limit, the additional number of days the civilian employee requires, and the total estimated cost of storage for those additional days.
2. Documentation demonstrating the Service or Agency's authorization and approval of the 60 or 90-day extension, including the date the household goods (HHG) were placed in storage.
3. Copies of any TDY or PCS orders and any relevant amendments.
4. Documentation showing the weight and cost of the storage for the initial 150 or 180 days.

**Please fill out the requirements listed below.**

| <b>Requirements</b>  |  |
|--|--|
| <b>1. Civilian Employee's Name</b>                                   |  |
| <b>2. Civilian Employee's Organization</b>                           |  |
| <b>3. Total Weight of HHG in Storage (lbs.)</b>                      |  |
| <b>4. Cost of Initial 150 or 180 Days of SITs</b>                    |  |
| <b>5. Number of Days Extension is Requested Past 150 or 180 Days</b> |  |
| <b>6. Estimated Cost of Storage for the Additional Days</b>          |  |
| <b>7. Total Number of SIT Days</b>                                   |  |
| <b>8. Total Cost of SIT</b>  |  |
| <b>9. Justification from JTR, par. 054307-B2</b>                     |  |
| <b>10. Location (CONUS or OCONUS)</b>                                |  |