

Passenger Travel

Hours of Operation: 0730 to 1600, Monday – Friday

No appointment necessary.

The Passenger Travel Office is located at building 4700 on Mow Way Road, Suite 107, and provides the following transportation services: Overseas Port Call Travel, CONUS/OCONUS, Passports, Visa, PCS Travel, Movement of IET and AIT Soldiers, International Students, and Provisional Pass travelers. Passenger Travel supports the Casualty Office with special arrangements and other transportation needs. Passenger Office Personnel serve as agents of the Installation Transportation Officer (ITO) and Installation Traffic Manager, in the management of travel services, travel contracts, Centrally Billed Accounts (CBA), and the Defense Travel System (DTS).

CONUS travel arrangements must be made through the Commercial Travel Office (CTO) Carlson – SATO Travel at (800) 666-4340. It is mandatory to use DTS Individually Billed Accounts (IBA), otherwise known as a government travel card, for all TDY travel. All Travelers must provide two copies of travel orders to the CTO prior to travel. Orders may be sent via Global DTS Printer, faxed to 580-248-3282, or hand carried to the CTO.

Contact Numbers:

General Information – 580-442-2506
DSN: 639-2506

Carlson – SATO Travel – 800-666-4340

Passports – 580-442-4853
DSN: 639-4853

IET Transportation – 580-442-2965
DSN: 639-2965

AIT Transportation – 580-442-3278
DSN: 639-3278

Marine, International Student, and 95th Transportation – 580-442-5410
DSN: 639-5410

Please note: Hours for Passport and Visa applications are 0730 to 1500. No applications will be accepted after 1500.