

CWT SatoTravel

WE ARE OPEN for Walk-ins

Hours 0730-1500 Mon-Fri (closed on Federal Holidays)

Please have the following available:

- CWTsato Travel Request Form (on the sign-in table)
- One (1) copy of orders for PCS, COT/IPCOT, DEP/ERD with your IBA
- Two (2) copies of orders for PCS with CBA, ETS or Retirement – Your unit will need to call in their CBA credit card for payment. (check with your S8/G8)
- DTS transactions are processed by off-site CWT Team members and are worked in the order received. CWT Phone Team members can assist for travel within 24-48 business hours. For DTS issues, contact the DTS Help Desk 888-435-7146

CTO is unable to MAKE COPIES

CWTSato Travel is experiencing long wait times. We can collect your paperwork to manage your travel arrangements with a 3–5 day turnaround time. This will allow the appropriate preparation and email delivery of your itinerary. Once you receive the email notification, you may then call back with concerns or questions. For PCS, COT, DEP/ERD travelers, if you don't have your Government Credit Card with you, please call us after you receive your itinerary.

Phone Hours 0730-1600 HST M-F / FT Shafter 1-800-695-1388 Schofield 1-800-349-8231