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TEMPORARY DUTY ORDERS

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This instruction implements Air Force Policy Directive 65-1, Management of Financial Resources, and provides guidance on preparation of Special Orders for temporary duty travel (TDY) and emergency leave. This instruction explains and provides information on how special orders are written, funded, reproduced and distributed. This instruction applies to all active, Air Force Reserve (AFRES), and Air National Guard (ANG) organizations.

This instruction directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by 10 U.S.C. 8013 Joint Travel Regulation (JTR) and Joint Federal Travel Regulation (JFTR). System of records F010 AFA applies.

(919SOW) This supplements implements and extends the guidance of Air Force Instruction (AFI)65-103, *Temporary Duty Orders*, dated 5 August 2005. It implements the 919 SOWGM65-01, dated 10 May 2010, Unpaid Orders Process for 919th Personnel with Outstanding RPA Orders and RPA and O&M Travel Vouchers. This supplement applies to all units that are funded by or publish orders through the 919th Special Operations Wing Finance Office (919 SOW/FM). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, Recommendation for Change of

Publication; route the AF IMT 847s from the wing through your publications/forms manager. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363) Management of Records, and dispose of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://afrims.amc.af.mil**/.

SUMMARY OF CHANGES

This revision incorporates Interim Change (IC) 2005-1 and adds the requirement that each travel authorization contain a statement indicating whether the traveler is authorized to purchase transportation tickets using a centrally billed account (CBA) or an individually billed account (IBA). A bar (|) indicates a revision from the previous edition. The entire text of the IC is at the last attachment.

(919SOW) Implements Unpaid Orders Process for the 919th Personnel

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Chapter 1

GENERAL

1.1. Administrative Orders. These instructions establish procedures and provide guidance for preparation, issue, numbering, funding, authentication, distribution and maintenance of special orders authorizing temporary duty and emergency leave travel of Air Force personnel.

1.2. General Information and Explanation of Terms:

1.2.1. **Temporary Duty (TDY) Actions.** TDY is defined in JFTR, appendix A, and JTR, C4451. Temporary duty at any one location is limited to not more than 179 days. Exceptions must be specifically authorized by the Secretary of the Air Force. Route waiver requests through the local military personnel flight (MPF). JTR/JFTR references preceded by a "C" refer only to civilians and those with a "U" to military.

1.2.2. **Authentication.** The process that makes an administrative order official. Authentication takes place when the signatures of the approving official (AO) and the fund certifying official and the travel order number are placed on the travel order.

1.2.3. **Effective Date.** The date orders go into effect; usually the date shown for travel to begin.

1.2.4. **Authority to Publish Orders.** In accordance with (IAW) AFI 37-128, commanders down to and including squadron level may publish orders. Commanders below squadron (detachment or flight) level may publish TDY orders when a higher level commander specifically authorizes them to do so. A commander may publish orders that are not within his or her jurisdiction only if the proper commander approves. Hospitals and aeromedical staging units may publish orders on patients who are members of any Air Force activity but must give copies to the patient's parent organization. Additionally, the commander or order office of primary responsibility (OPR) may delegate orders-publishing authority.

1.2.5. **Orders Approving Official (AO).** The competent authority who determines the need for an order, requests its publication, justifies special authorizations, and approves claims for reimbursing items not authorized in the order or which require administrative approval (the AO will not be the traveler). This official must sign manually prepared orders or requests for composed orders. He or she need not sign computer generated orders as long as the automated system is certified by the Defense Finance and Accounting Service (DFAS).

1.2.5. **(919SOW)** Unit commanders will provide 919 SOW/FMFR a letter of designation for personnel authorized to perform their supervisor roles in Air Force Reserve Order Writing System (AROWS-R). Orders specialist, supervisor, resource advisor and commander roles can be identified to 919 SOW/FMFR via email. Personnel assigned the role of supervisor or commander will not approve orders in AROWS-R for their own travel.

1.2.6. **Heading.** For the publishing headquarters, include DEPARTMENT OF THE AIR FORCE; complete unit designation; Major Air Command (MAJCOM) of assignment, abbreviated in parentheses; mailing address; type and number of the order; and the date order is published. Do not postdate or predate. On form orders, type the designation of the

publishing headquarters in upper case letters. On composed orders, letterhead stationery without caption may be used. See **Figure 1.1** for example.

1.2.7. **Body.** Write a separate paragraph for each action directed. List all persons or activities affected by the same action in the same paragraph. Number paragraphs when more than one is used and divide into subparagraphs when needed.

1.2.8. **Close.** The elements of the close may include the fund citation, required distribution, unit designation, AO signature and title, order number and issue date.

1.2.8.1. This section also includes address and facsimile information for other DoD agencies/Services when the travel voucher must be forwarded to those agencies/Services for settlement. Contact your local Financial Services Office (FSO) Travel Section for guidance when using another DoD component's funds.

1.2.9. **Numbering and Dating Administrative Orders.** Each order must be dated. Number in order, starting with number one for each fiscal year (FY). The servicing FSO will determine whether orders are numbered centrally by the FSO or decentralized to the units. If orders are unit numbered, the FSO will determine what numbering prefix is used. The order number will include type of order, special order (S.O.), series (T), and numerical designation. Cite, above the heading of the first order of a year, the number of the last order published the previous year.

1.2.10. **Citing Authority for Publication.** An authority must be cited in all travel orders.

1.2.11. **Forms for Orders.** Compose an order when a form can not be used but include required information. Computer generated orders may vary from format established for composed orders or form orders after which they are patterned as long as all required data are included.

1.2.12. **Series of Special Orders.** Use Table 2.1, AFI 37-128, when assigning a series of special orders to specific actions.

1.2.13. **Information Required To Identify Personnel.**

1.2.13.1. **Grade, Name and Social Security Number (SSN).**

1.2.13.1.1. Write name and grade in upper case letters, except as noted in paragraph **1.2.13.4**.

1.2.13.1.2. For composed orders, the first time a name is used state grade or title, first name, middle initial, last name and SSN. Subsequent use will include only grade or title and last name.

1.2.13.1.3. If the person is retired include the word "Retired."

1.2.13.1.4. Omit the SSN for individuals who do not have one, such as foreign nationals, exchange officers, etc.

1.2.13.1.5. When many individuals are on an order (for example, orders directing units to perform TDY), make a machine roster and photocopy it on the order.

1.2.13.1.6. The order containing all the names and SSNs will not be given to the travelers; instead, a copy of the order with SSNs blanked will be provided to the travelers. Upon using the order, each traveler will fill in his or her SSN. The order

containing all the names and SSNs will be used for official purposes only, i.e. FSO for funds obligation and lodging office to verify and track customers.

1.2.13.2. **Unit and MAJCOM of Assignment.** Show each individual's unit, MAJCOM, and assignment address. When a composed order is published by the unit state only "this headquarters (HQ)" or "this unit" in the body of the order.

1.2.13.3. **Departmental Status and Component.** In orders for military personnel not in the Air Force, include the departmental status and component, in addition to grade, name, and service number or SSN. For example, CAPT MARK HESS 000-00-0000, DA (INF)" or "SQ LEADER JAMES W FEARS, 5167, Royal Air Force."

1.2.13.4. **Air Force Office of Special Investigations (AFOSI) Agents.** Omit grade in travel orders of AFOSI agents and use the term "Special Agent, AFOSI," instead of grade.

1.2.13.5. **Senior Executive Service (SES) or Scientific or Professional Personnel.** On all forms and composed travel orders, after the name include the position title and precedence priority distinguished visitor (DV) code assigned to the traveler. For example: "SES-3 Deputy Director, Material Management (OC-ALC) (DV-6)."

1.2.14. **Verbal Orders.** Do not issue verbal orders unless absolutely necessary. Verbal orders are authorized only when time or error prevents written orders from being published in advance of travel. Verbal orders must be confirmed (in writing) as soon as possible. Include in the written order the date and by whom the verbal order was issued and a statement why written orders were not issued earlier. For example, "The verbal orders of the commander on (date) are confirmed; circumstances prevented written orders in advance." On form orders this can be included in the remarks block. When an order is published by an organization that authenticates orders for several units (host and tenant situations), include the unit issuing the verbal order.

1.2.14. **(919SOW)** Verbal orders are routed through the Wing Commander for review and approval. Units must establish in-house procedures to minimize verbal orders.

1.2.14.1. Variations in itinerary will not be included when publishing orders <u>after</u> travel is completed. Instead, include specific dates and travel locations. Confirmatory travel orders must include the following statement: "Submit a travel voucher within 5 workdays after receipt of order (if travel is completed before orders are published) or after travel completion (if orders are published before travel is completed)." An example of a composed travel order body follows: The verbal orders of the Cmdr, HQ AFMC, Wright-Patterson AFB OH, 1 Jun 97, directing CAPT DAVID F SMITH, 123-45-6789, HQ AFMC/IGA, this stn, to proceed on 1 Jun 97 from Wright-Patterson AFB OH to Edwards AFB CA on TDY for approximately 5 days to perform tests in connection with aircraft stress testing and to return to Wright-Patterson AFB OH, are confirmed. Circumstances prevented written orders in advance. (SITE VISIT) TDN. Submit a travel voucher within 5 workdays after orders receipt.

1.2.14.2. A DD form 1610 may be used for a confirmatory order. If it is put the word "CONFIRMATORY" in block 8 and the required statement in block 16.

1.2.15. **Changes to Orders-Amendments, Rescissions, and Revocations.** Amend an order to change data in it. Rescind an order when some action has been taken on the published order, such as a Government Transportation Request. Revoke an order when no action occurs against the original order. To amend, rescind, or revoke an order, use AF Form 973, Request and Authorization for Changes of Administrative Orders, or a composed order if AF Form 973 is not practical. Publish amendments, rescissions, and revocations in the same series as the original order. Do not use blanket statements such as "Previous orders are rescinded" or "This order supersedes all previously published orders."

1.2.15. **(919SOW)** To prevent unreasonable delays in canceling or modifying travel orders, unit supervisors, resource advisor or commander will submit cancellation or modification requests to the orders specialist within two (2) workdays after the end of tour date specified on the order.

1.2.15.1. **Who May Publish.** An order may be amended, rescinded, or revoked by the organization that published the original order. Exception: Hospitals and aeromedical staging units may publish orders on patients who are members of any Air Force activity, but must provide copies to the patient's parent organization.

1.2.15.1. **(919SOW)** Orders specialists will process cancellation or modification requests within two (2) workdays of receipt from the supervisor, resource advisor or commander.

1.2.15.2. **How to Complete AF Form 973,** Request and Authorization for Change of Administrative Orders. Complete the items needed to make the change, as shown in **Figure 1.1**.

1.2.15.2. **(919SOW)** 919 SOW/FMFR will process cancellation actions within two (2) workdays after requests are entered into AROWS-R and submit them to 96 CPTS for de-obligation.

1.2.15.3. **Publish An Amendment:**

1.2.15.3. **(919SOW)** 919 SOW/FMA will provide resource advisors a weekly listing of outstanding orders 30 days past due. Unit's will use this product to determine the appropriate measure for addressing their delinquencies.

1.2.15.3.1. To add, delete, or change pertinent data to read as originally intended. Refer to paragraph **1.2.15.7** for additional information.

1.2.15.3.2. To correct inaccurate first and middle names and initials and other personal data on invitational travel orders, and on other TDY orders when required for an individual to enter a foreign country.

1.2.15.3.3. To add or change a travel advance payment statement(paragraph **2.1.5** and **Figure 2.1**, item 16y).

1.2.15.4. **Do Not Publish An Amendment:**

1.2.15.4.1. To replace one name with another.

1.2.15.4.2. To correct appropriation data. Refer to Department of Defense Financial Management Regulation (FMR) Volume 9, Travel Policy and Procedures, paragraph 020205.B.

1.2.15.4.3. For after the fact approval in some instances. Some JFTR/JTR provisions provide for after the fact approval (e.g., special conveyances). In this case the approval is not a retroactive amendment. Such expenses are claimed on the voucher and approved by the AO signature on the DD Form 1351-2, Travel Voucher or Subvoucher. (The traveler should obtain AO approval prior to incurring expenses not previously authorized.) Refer to FMR, Volume 9, paragraph 020204.B.

1.2.15.4.4. To add an individual after the original TDY order has been published. Publish a new order.

1.2.15.4.5. To delete an individual. Rescind/revoke in part the original order that pertains to the person.

1.2.15.4.6. To change an effective date after it has passed. Revoke the expired order and publish a new one.

1.2.15.4.7. To change meal direction after the fact. The AO (pen and ink) circles the correct item or itemizes the changes as necessary. AO signature is required. See **Figure 2.1** and **Attachment 2** for specific instructions.

1.2.15.4.8. To change personal data except as noted in paragraph **1.2.15.3**. When orders contain erroneous data (e.g., misspelled names, incorrect social security number (SSN) or incorrect grades), the traveler may make and initial changes.

Figure 1.1. Sample Amended Order.

REQUEST AND AUTHORIZATION FOR CHANGE OF ADMINISTRATIVE ORDERS
(If more space is required, use reverse, identifying items by number)

TO:	FROM:	TELEPHONE
1776 ABW/DAAO	76 ALD/CV	72624

THE FOLLOWING ORDER IS: ☒ AMENDED AS SHOWN IN ITEM 5 (☐ *Rescinded* ☐ *Revoked* ☐ *Totally* ☐ *In Part*)

IDENTIFICATION OF ORDER BEING CHANGED *(Issued by this Headquarters unless otherwise stated in item 6.)*

1. BASIC ORDER				2. PREVIOUSLY AMENDED BY		
A. PARA	B. ORDER *(Type and Number)*	C. DATE	D. TED ☐ PCS WITH PCA *(EDCSA)* ☐ PCS WITHOUT PCA	A. PARA	B. ORDER *(Type and Number)*	C. DATE
	SO-TA-1492	5 Jun 97				

3. RELATING TO *(TDY, PCS, Short Tour of AD, etc.)*
TDY to Hanscom AFB MA (HQ ESD)

4. IDENTIFICATION OF INDIVIDUALS TO WHOM CHANGE ACTION PERTAINS

A. GRADE	B. LAST NAME, FIRST, MIDDLE INITIAL	C. SSAN OR CIVILIAN POSITION TITLE	D. ORGANIZATION
COL	NORRIS, JIMMY T.	123-45-6789	76 ALD/CV
CMSGT	KLONDIKE, HARVEY C.	000-00-0000	1776 ABW/SET

5. AMENDMENT *(Identify item in order being amended)*

A. ITEM	AS READS	IS AMENDED TO READ
10a	5	12

B. ITEM	IS AMENDED TO *(Include) (Delete)*

6. REMARKS

7. ACCOUNTING CITATION
XXXXXX XXXXXX XXXXXX XXXXXX XX XXXXXX

8. DATE	9. ISSUING/APPROVING OFFICIAL *(Typed name, grade, and title)*	10. SIGNATURE
10 Jun 97	ALBERT McPHEE, Major, USAF Executive Officer	

11. DESIGNATION AND LOCATION OF HEADQUARTERS	12. ORDER *(Type and Number)*	13. DATE
DEPARTMENT OF THE AIR FORCE 1776 ABW(AWB) ANDREWS AFB DC 20331-5000	SO-TA-1505	10 Jun 97
	14. TDN	

15. DISTRIBUTION	16. SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL
"J"	

AF FORM 973, OCT 83 ***(EF-V3)*** *(PerFORM PRO)* PREVIOUS EDITION WILL BE USED.

Instructions for Preparing AF Form 973.

NOTE: Rescind an order when some action has been taken on the published order, such as travel advance, Government Transportation Request (GTR), etc. Revoke an order when no action occurred against the original order. Amend an order to change data in it. If the order is being revoked only as it pertains to some, but not all, individuals in the basic order type the words "IN PART" after you mark the "Revoked" block. This is not necessary if it is already preprinted on the form.
Items 1A through C, 8, and 11 through 16 are self explanatory.

Item 2--Include all previous amendments.

Item 3--(Relating to TDY). Include original TDY action.

Item 4--(Identification of Individual to Whom Change Action Pertains). Do not use this form if the original order pertained to the appointment of a board or committee; use a composed order. When an amendment applies to everyone listed on the basic order, use the statement, "same as basic order" instead of repeating names on the amending order.

Item 5A--(Amendment). When indicating a change in wording, underscore the portion changed and what it is changed to read.

Item 5B--(Is Amended to (Include) (Delete)). Cross out the one that does not apply.

Item 6--(Remarks). Include information not covered by preceding items, for example, the authority for the action when required, etc. You may also use this item to continue preceding items when more space is required.

Item 7--(Accounting Citation). Include fund citation from original order. If the member is placed in TDY hold status by HQ AFPC, add ALPHA code "P" (Per Diem). Initials of the fund approving official are required on amendatory order when additional funds are being spent, such as a TDY extension, travel to additional TDY points, etc.

Items 8 through 16-- Self-explanatory.

1.2.15.5. **When to Rescind an Order.** Rescind an order when it is no longer needed: for example, if an individual has blanket or repeated travel orders and goes PCS, completes a project, or has a change in duty assignment.

1.2.15.6. **When to Revoke an Order.** Revoke an order before it has gone into effect. The AO determines when to revoke "T" series travel orders and notifies the office that published the order by memorandum. The AO will rescind the order with an AF Form 973, if travelers made preparatory travel expenses. Officials may use a letter to cancel TDY orders and deobligate funds pertaining to TDY orders. When using a letter, the subject will include the number and date of the order being revoked, e.g. "Revocation of S.O. T-1234, dated May 15, 1997." Include in the body of the letter the traveler's name, SSN, organization, and rationale for travel cancellation. The requesting official must sign and date the letter.

1.2.15.7. Retroactive amendments to increase or decrease the amount of money due the traveler must be fully justified (24 Comp Gen 439). Written requests for such amendments must clearly show the original order was unclear, incomplete, or lacked necessary information. Orders publishing agencies should look carefully at requests for

such amendment to ensure the amendment and the reasons given agree with this Comptroller General decision. Circumstances permitting an amendment to authorize additional payment are so rare that claims based on them are seldom allowed. Instead, the travel claim with amended orders should be submitted to the General Accounting Office through DFAS, with a statement of facts and circumstances. A written amendment confirming a verbal order is not included in this category provided the verbal order was issued on or before the effective date of the directed change.

1.2.15.8. If an order is revoked or rescinded and replaced immediately by a new order from the same organization, the new order may also announce the revocation or rescission. In the remarks section of form orders, add the statement in uppercase letters: "THIS ORDER REVOKES OR RESCINDS (ORDER NUMBER AND DATE.)" In composed orders, make this statement the last paragraph.

1.2.15.9. When an order is revoked, it no longer exists as an official document. Once rescinded, although still an official document, it no longer can be used. Do not revoke a revocation or rescission; instead publish a new order.

1.2.16. **Corrected Copies:**

1.2.16.1. Publish a corrected copy of an order only to correct an error in the publishing headquarters, travel order number, or date. For example enter "CORRECTED COPY-DESTROY ALL OTHER T-12345, dtd 5 Oct 97" (cite incorrect number and date) at the top of the corrected copy. Use the same heading and close used on the original composed or form order, correcting only those portions requiring correction. Double underscore the corrected portion. Distribute the same as original order. See paragraphs **1.2.15.3** and **1.2.15.4** for criteria to amend orders.

1.2.17. **True Copies.** You may reproduce any order or portion of it, as a true copy or a true extract copy. Include the same heading and close as the original composed or form order, and the statement "**A TRUE COPY**" or "**A TRUE EXTRACT COPY**." In a true extract copy, include only the required information. For example, if a paragraph is on several individuals, include only the name of the one for whom you need a copy. Use asterisks to indicate omitted material. Individuals authorized to authenticate orders according to paragraph **1.2.2**, may authenticate true copies or true extract copies.

1.2.18. **Printed Information on Reverse of Orders.** You may print information on the reverse of special orders to make the job simpler. Suggested order back is at **Figure 2.2**.

1.2.19. **Record Copies-Maintenance, Disposition, Retrieval, and Review.** For information on: length of orders and continuation lines, paper size, margins, and numbering refer to AFI 37-128. Disposition instructions may be found in AFI 37-138, Records Disposition--Procedures and Responsibilities.

1.2.20. **Orders Distribution.** For general information see AFI 37-128. In addition, those units authorized to publish travel orders must ensure a copy of each travel order is forwarded to the FSO within one duty day of the date published. Faxed copies are allowed.

1.2.20. **(919SOW)** All order requests processed via AROWS-R must be routed to 919 SOW/FMFR at least three (3) workdays prior to the order report date for timely publication.

Exceptions will be made for emergencies beyond the unit's control by notifying 919 SOW/FMFR.

1.2.21. **Orders Reproduction.** Orders reproduction is the responsibility of the unit issuing the orders.

1.2.22. **Maximum Time Periods for TDY.** Active duty Air Force personnel are not placed on funded TDY (including travel time to and from) at any one location for more than 179 days. Refer to AFI 36-2110, *Assignments*, for waiver criteria or contact your MPF. Temporary duty to attend courses of instruction must not exceed 20 weeks (not counting travel time to and from) at any one location. Holidays or periods when classes are suspended do not serve to extend course duration (53 Comp Gen 218). Reserve components are limited to 20 weeks TDY without a waiver (reference JFTR U7150 A.4.).

1.2.23. **Attendants and Escorts.** Authorized types of orders that may be published for attendants and escorts vary on a case-by-case. For more information see **Table 1.1** and contact your local FSO.

1.2.24. **Forms to be Used for TDY.** Use a DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel, when practical, to publish TDY orders. See the general example in **Figure 2.1** and specific examples in **Figure 2.1** and **Figure 2.2**. DoD personnel include civilian employees, military members, and military retirees. Use either a DD Form 1610 or a composed order for blanket, permissive and repeated TDY orders. AF Form 972, Request and Authorization for Emergency Leave Travel, will be used for funded emergency leave of military members and accompanying dependents. Use an AF Form 937, Request and Authorization for Dependent(s) Travel, when dependents travel alone.

1.2.25. **Contingency, Exercise, Mobility (CEM) Orders.** Specific instructions for CEM orders are contained in AFI 10-215, ***Personnel Support for Contingency Operations.* (PERSCO).**

Table 1.1. Orders for Attendants and Escorts.

RULE	A	B	C	D
	If an order pertains to travel of (note 2)	**who is a**	**then publish a**	**under authority of JFTR/JTR**
1	nonmedical attendant	military member (OS) accompanying a military dependent	TDY order	U7551
2		military member (CONUS) accompanying his or her dependent	TDY order	U7551
3		civilian employee (OS) accompanying a dependent of military personnel	TDY order	U7553 and C6151

RULE	A	B	C	D
	If an order pertains to travel of (note 2)	**who is a**	**then publish a**	**under authority of JFTR/JTR**
4		private person (OS) accompanying a dependent of military personnel	invitational travel order or include on dependent's travel order	U7554
5	nonmedical attendant	military member accompanying a military member patient	TDY order	U7251-D2
6		civilian employee accompanying a military member patient		U7251-D3
7		private person accompanying a military member patient	invitational travel order or include on member's travel order	U7251-D4
8	escort for dependent of military member who dies, is missing, or otherwise unable to accompany his or her dependent (JFTR. U7550) (note 3)	military member	TDY order	U7551
9		civilian employee		U7553 and C6150
10		private person	invitational travel order	U7554

NOTE:

1. "OS" means outside the 48 contiguous states. "CONUS" means within the 48 contiguous states.

2. For nonmedical attendant, travel and transportation allowances are payable not only to exceed the cost of travel to and from the medical facility while accompanying the patient to the medical facility, delay at the medical facility awaiting return transportation home, and round trip travel to the medical facility and return when the patient is able to return home. For escorts, travel and transportation allowances are payable for travel to the point dependents relocate, delay awaiting return transportation home, and travel home.

3. Does not include escorts for deceased personnel.

Chapter 2

TDY ORDERS

2.1. Qualifications and Responsibilities of the Orders Approving Official (AO).

2.1.1. **Qualifications.** Commanders must ensure their AOs are of sufficient rank and training to make sound decisions about the TDY mission. The AO is an individual having the capability to validate TDY requirements and approve/disapprove travel requirements for mission accomplishment.

2.1.2. **Determine the need for TDY.** Temporary duty is conducted to meet mission requirements only. Do not permit travel when a letter, telephone, message, or less expensive means will do. Keep the number of people who must travel to a minimum; for example, never allow two or more persons to travel when one person can do the job. Determine if personnel near the temporary duty station can do the job. Combine missions to carry out multipurpose results, thereby cutting unnecessary trips, number of persons traveling, places to be visited, variations in itineraries, and length of trips. Keep personnel participation at conferences, meetings, and seminars to a minimum when travel is at government expense (including nonappropriated funds) and does not relate directly to the accomplishment of the mission (refer to DoD 5500.7-R, ***Joint Ethics Regulation***, for official travel not at government expense). Review and reauthorize, if needed, blanket and repeated travel orders. Ensure travel is kept to the minimum necessary to carry out command or unit mission. Screen requests for foreign travel to keep U.S. attendance at foreign conferences to minimum. If possible, use U.S. personnel located at or near the conference site, and assure compliance with the ***DoD Foreign Clearance Guide*** before travel begins. Coordinate local transportation requirements when sponsoring meetings and conferences to keep costs at an absolute minimum, including reducing the need for rental cars.

2.1.2.1. For off-base lodging, require the traveler to coordinate with the commercial activity to determine if the location is tax exempt and if so, the forms and actions required to gain the necessary tax exemption. The traveler will take advantage of the tax exemption where ever allowed to help reduce TDY costs.

2.1.2.2. When the AO has written permission to cite funds from another organization, the AO relies upon the funding organization for guidance relevant to special authorizations and meal direction (refer to paragraph **3.2** and **Attachment 2**).

2.1.3. **Modes of Transportation.** Government travel will not be procured from a travel agency other than the TMO/CTO. Direct government procured transportation except:

2.1.3.1. When a specific mode of travel, for example, military air is directed in the order.

2.1.3.2. For limited instances of travel abroad.

2.1.3.3. When using a privately owned conveyance (POC). Travelers should be permitted to use a POC if they desire and the mission does not require travel by another mode.

2.1.4. **Other Information for Orders Approving Officials (AOs).** Provide written authorization for persons to escort or handcarry classified information.

2.1.4.1. Approve requests to handcarry classified information according to AFI 31-401, Managing the Information Security Program.

2.1.4.2. Ensure civilian contractor plants and Air Force plant representatives office (AFPRO) are notified before travel is made to those type of organizations.

2.1.4.3. Take full responsibility special authorization approvals.

2.1.4.4. Determine meal direction for travelers billeted on a military installation or when meals are provided in a conference registration. See item 16, **Figure 2.1** and **Figure 2.2** and **Attachment 2**. Refer to AFI 34-602, Government Quarters and Dining Facilities, to determine meal availability on Air Force installations. Until confirmed otherwise, presume meals are available on Army, Navy, and Marine installations.

2.1.4.5. Ensure each travel authorization contains a statement indicating whether the traveler is authorized to purchase transportation tickets using a centrally billed account (CBA) or an individually billed account (IBA).

2.1.5. **FSO Travel Advance Eligibility Statements.** Include a travel advance payment statement as prescribed by **Figure 2.1**, item 16y. This requirement is the result of the DoD Standard Travel Advance Policy. The Policy specifies the travel advance payable based on the eligibility of personnel for a government contractor-issued travel charge card. The travel advance will be based on the travel advance statement (specified by **Figure 2.1**, item 16y). If the order does not contain a travel advance statement, payment by **FSOs SHALL NOT BE MADE UNLESS AN AMENDED TRAVEL ORDER IS PUBLISHED**. Note: A travel advance is not authorized except when the mission limits ATM availability, advance conference fees are required for non-Air Force sponsored meetings and/or conferences as addressed in AFI 65-601, Vol 1, ***Budget Guidance and Procedures***, paragraph 4.42, the member has applied for a government travel charge card and the card has not arrived (proof of application required before advance is made), or when the traveler's card was withdrawn for cause.

2.1.5.1. For TDYs over 30 days, the FSO will provide alternative pay methods for cardholders. For TDYs longer than 30 days the following two alternative pay services will normally be provided to the traveler:

2.1.5.1.1. Compute an advance based on the orders and EFT the advance to the travelers bank account the day the trip starts. This method requires only one transaction and the traveler will have the money in his or her checking account to pay the government travel charge card bill on time. It is the travelers's responsibility to contact the government travel charge card 1-800 number to determine the amount owed.

2.1.5.1.2. Compute the advance based on the orders and suspend an EFT payment to be made automatically every 30 days for the length of the trip. This method will reduce the total amount of cash advances but will require additional transactions.

2.1.5.2. Fund estimates are always required on TDY orders when self-type (local) funding is cited.

2.1.5.3. At the discretion of the local FSO, Fund Summary Record and Program Summary Record addresses may be entered on TDY travel requests.

2.1.6. **TDY to High Threat Areas.** Annotate TDY orders when travel is to designated high threat areas to reflect compliance with the DoD Travel Security Policy. Refer to the DoD Foreign Clearance Guide, contact the local Antiterrorism Representative, or OSI Detachment to determine current high threat areas. The policy requires individuals to travel by AMC air or AMC charter to the maximum extent possible, receive briefings on availability and use of fee passports by the local passport agent, and receive terrorist threat briefings and suggested personal travel precautions by designated local officials prior to travel.

2.1.6.1. Military members must, and civilians and dependents may, familiarize themselves with AFI 36-2209***, Survival and Code of Conduct Training***, for training and education measures necessary to support the Code of Conduct.

2.1.6.2. In addition, atch the Antiterrorism Travel Order Coversheet (AFVA 208-3) to the TDY orders before giving to the traveler.

2.1.7. **Travel Order Personnel Tempo (PersTempo) Codes.** Include, in the "Remarks" block of the order, the appropriate "Travel Order PersTempo Code" and corresponding definition title listed in **Table 2.1**. This code is used in the voucher settlement process to flow information back to the personnel system. Additional information on the Duty Status Codes that fall under each "Travel Order PersTempo Code" can be found in AFI 36-2134. A travel voucher supported by an order that does not have a "Travel Order PersTempo Code" will be processed as an "Q" Travel Order PersTempo Code during settlement. This travel will not accumulate for the payment of high-deployment (Burdensome Tempo) pay.

Table 2.1. PersTempo Codes.

Travel Orders Pers Tempo Code	Travel Order Code Definition	DSC	Cross reference to Duty Status Code (DSC)DSC Description (see AFI 36-2134 for more detail)
A	OPERATION (PID)	20	TDY-Contingency, Rotational, Exercise
B	EXERCISE (PID)	20	TDY-Contingency, Rotational, Exercise
		21	TDY-Palace Trip manning assistance contingency or exercise
C	UNIT TRAINING	66	TDY-ARC operational training
D	MISSION SUPPORT	24	TDY-other CONUS to CONUSTDY-other CONUS to Overseas
		25	TDY-other out of county – Overseas personnel only
		26	TDY-other in county – Overseas personnel only
		27	TDY-Overseas to CONUSTDY-ARC conversion
		29	TDY-ARC counterdrug, interdiction CONUS
		61	TDY-ARC management support/ADSW
		63	TDY-ARC SVC MSN/MSN support

Travel Orders Pers Tempo Code	Travel Order Code Definition	DSC	Cross reference to Duty Status Code (DSC)DSC Description (see AFI 36-2134 for more detail)
		64 65 67	TDY-ARC natural disaster, emergency
E	OPERATIONS (PID) within 100 miles – NO PAY*	70	TDY-ARC Contingency, Rotational, Exercise
F	EXERCISE (PID)within 100 miles – NO PAY*	70 71	TDY-ARC Contingency, Rotational, Exercise TDY-ARC Palace Trip manning assistance contingency or exercise
G	UNIT TRAINING within 100 miles – NO PAY*	72	TDY-ARC operational training
H	MISSION SUPPORT within 100 miles – NO PAY*	73 74 75 76 77 78 79 80 81 82	TDY-other CONUS to CONUS TDY-other CONUS to Overseas TDY-other out of county – Overseas personnel only TDY-other in county – Overseas personnel only TDY-Overseas to CONUS TDY-ARC conversion TDY-ARC counterdrug, interdiction CONUS TDY-ARC management support/ADSW TDY-ARC SVC MSN/MSN support TDY-ARC natural disaster, emergency
I	INDIVIDUAL TRAINING – NO PAY*	22	TDY-School (less than 20 weeks)
J	HOME STATION TRAINING – NO PAY*	19 62	TDY-ARC home station training active duty AFRES home station active duty in support of contingency
K	NOT USED		

Travel Orders Pers Tempo Code	Travel Order Code Definition	DSC	Cross reference to Duty Status Code (DSC)DSC Description (see AFI 36-2134 for more detail)
L	HOSPITALIZA - TION – NO PAY*	8 13	Hospital, not assigned, sick in quarters Hospitalized, assigned to patient squadron or hospital
M	DISCIPLINE – NO PAY*	4 5 16 17 53 56 59	Civilian confinement (under arrest, pending trial, awaiting sentence) Civilian confinement (sentenced prisoner 30 days or more) Military confinement (under arrest, pending trial, awaiting sentence) Military confinement (sentenced prisoner 30 days or more) Parole Civilian confinement (sentenced prisoner, less than 30 days) Military confinement (sentenced prisoner, less than 30 days)
N	INDIVIDUAL TRAININGW/T RAVEL – NO PAY*	84	ARC Individual Training, with travel
O	MUSTER DUTY – NO PAY*	NA	NA
P	FUNERAL HONORS DUTY – NO PAY*	85	ARC Funeral Honors Duty
Q	RESERVED FOR VOUCHER SETTLEMENT USED WHEN A “TRAVEL ORDER PERTEMPO CODE IN THE REMARKS BLOCK.” –NO PAY*	NA	NA
	* This type of		

Travel Orders Pers Tempo Code	Travel Order Code Definition	DSC	Cross reference to Duty Status Code (DSC)DSC Description (see AFI 36-2134 for more detail)
	travel does not accumulate for the payment of high-deployment (Burdensome Tempo)		

2.2. Routine TDY (DD Form 1610). DD Form 1610 will be used for the majority of routine TDY trips involving military and civilian Air Force personnel. A sample DD Form 1610 is provided at **Figure 2.1** and an item by item explanation on how to complete the form is provided at **Figure 2.1** and **Figure 2.2**.

Figure 2.1. Sample TDY Order.

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL
(Reference: Joint Travel Regulations (JTR), Chapter 3)
(Read Privacy Act Statement on back before completing form.)

1. DATE OF REQUEST *(YYYYMMDD)*: XXXX0605

REQUEST FOR OFFICAL TRAVEL

2. NAME *(Last, First, Middle Initial)*	3. SOCIAL SECURITY NUMBER	4. POSITION TITLE AND GRADE/RATING
SMITH, JOHN J.	123-45-6789	MSGT

5. LOCATION OF PERMANENT DUTY STATION (PDS)	6. ORGANIZATIONAL ELEMENT	7. DUTY PHONE NUMBER *(Include Area Code)*
Charleston AFB, SC	437 FMS/MMX	(555) 555-5555

8. TYPE OF ORDERS	9. TDY PURPOSE *(See JTR, Appendix H)*	10a. APPROX. NO. OF TDY DAYS *(Including travel time)*	b. PROCEED DATE *(YYYYMMDD)*
Routine	Provide augmentation to maintenance personnel working on special mission aircraft (Site Visit)	10	XXXX0609

11. ITINERARY — [ ] VARIATION AUTHORIZED

FROM: Charleston AFB, SC
TO: Dover AFB, DE
RETURN TO: Charleston AFB, SC

12. TRANSPORTATION MODE

a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE
	X									

[ ] AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)

13. X a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. [ ] b. OTHER RATE OF PER DIEM (Specify)

14. ESTIMATED COST

a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL
$350.00	$	$	$350.00

15. ADVANCE AUTHORIZED: $

16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)
Accept no promotional items, for example, gifts, bonus tickets, etc. Per 24-101, government procured transport directed, report to CTO/TMO ASAP. Use of government quarters directed. Contact billeting at your destination ASAP to make reservations. Item 5a on reverse applies. Authority: AFI 36-2110 and HQ AF?XO Msg 211630Z May XX, Subj: Special Mission Maintenance Support

17. TRAVEL-REQUESTING OFFICIAL *(Title and signature)*

18. TRAVEL-APPROVING/DIRECTING OFFICIAL *(Title and signature)*
Chief of Maintenance, 437 FMS

AUTHORIZATION

19. ACCOUNTING CITATION
DEPARTMENT OF THE AIR FORCE
437 MAW (AMC)
CHARLESTON AFB, SC 29404-5000 DIST: A

XXXXXXX XXX XXXX XXXXXX XX XXX XXXXXX
CERTIFYING OFFICIAL

20. AUTHORIZING/ORDER-ISSUING OFFICIAL *(Title and signature)*

21. DATE ISSUED *(YYYYMMDD)*: XXXX0605

22. TRAVEL ORDER NUMBER: TB-1234

DD FORM 1610, JAN 01 PREVIOUS EDITION IS OBSOLETE.

Instructions for Preparation of DD Form 1610.

Items 1, 6, 7, 21, and 22. Self-explanatory.

Item 2-Included Name (uppercase letters) last, first, middle initials.

a. If an order is for several people, include data for no more than 2 in items 2, 3, 4, and 6; then put in item 2 “See item 16” and type remaining names and data in item 16, space permitting.

b. If space in item 16 does not permit, include “See reserve” in item 2 and type all names and other information on plain bond paper so it can be reproduced on the order back.

c. Do not put the names in all three places. Type the information immediately under each “Item Heading” either on the front or on plain bond.

Item 3-Social Security Number (SSN).

Item 4-Position Title and Grade or Rating.

Item 5-Official Station.

Item 6-Organizational Element.

Item 8-Type of Orders.

Item-9-Purpose of TDY:

a. Do not use a general statement, such as “USAF Matter” or “Official Business”. Use a clear concise statement which portrays the travel purpose. Also include one of the following categories of travel most closely describing the order purpose:

(1) Site Visit. Visit to a site perform operational or managerial activities. Example include: oversee programs, grant operations, or management acitivities for internal control purposes; carry out an audit, inspection, or repair acitivity; conduct negotiations; provide instructions; and provide technical assistance.

(2) Information Meeting. Attend a meeting to discuss general agency operations, review status reports or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip a site visit.

(3) Training Attendance. To receive training.

(4) Speech or Presentation. To make a speech or presentation, deliver a paper, or otherwise take part in a formal program other than a training course.

(5) Conference Attendance. To attend a conference, convention, seminar, or symposium for purposes of observation or education only with no formal role in the proceedings.

(6) Entitlement Travel. Travel to which the employee, member, or their dependents are entitled as a result of an assignment; for example, official vacation or home level; medical emergency, and educational travel.

Item lOa-(Approx Number of Days). Show the number of days TDY, plus travel time from PDS to TDY locations (or locations) and return. DO NOT include delay enroute or ordinary leave in this item.

a. If traveler remains on TDY for more days than shown, the order need not be amended if the number of days on TDY is no more than 100 percent or 7 days, whichever is less. For example, if 5 days TDY are authorized and the traveler remains on TDY for 10 days, an

amendment is not necessary. In this example, if the traveler was required to remain on TDY for 11 days, then an amendment must be published extending TDY.

b. For repeated orders, leave blank and place a statement in item 16 showing number of trips to be taken.

c. For BTOs, leave blank.

d. For permissive TDY, show specific number of days, including travel time. Cross out the word "approximate."

e. For special leave always enter "15."

NOTE: For military personnel, extension beyond 179 days TDY requires prior Secretarial approval. Enter in item 16 SAF approval was granted according to AFI 36-2110 (as applicable) by (Cite letter or message, and date).

Item lOb-(Proceed O/A Date). The on or about date is valid for 7 days before or after date shown, as long as the traveler does not depart before the date the order is authenticated. For example, if the date shown on the order is 7 May 97 and the traveler does not depart until 14 May 97, no amendment is needed. If the traveler leaves on 15 May 97, publish a new order. For blanket and repeated travel orders and special leave orders, show inclusive dates. For example, NET 1 Oct 97-NLT 30 Sept 98.

NOTE:

1. If a new order is done on the same traveler (or travelers) because the effective date is passed, the old order may be revoked or rescinded in the remarks section of the new order. EXAMPLE: SO TA 1945, 6 MAY 97, RELATING TO ABOVE INDIVIDUAL (OR INDIVIDUALS) IS REVOKED. (If travel advances were paid or if a GTR or MTA has been processed, even if they are returned to the FSO or TMO, the order must be rescinded not revoked.)

2. When delay enroute is authorized, proceed date is based on when the traveler will depart duty station.

Item 11-(Variation Authorized):

a. Only use when absolutely necessary (see paragraph **3.4** for guidance). Do not authorize variations in repeated, blanket, or permissive TDY orders. Only use it in confirmatory orders when the traveler has not yet returned and the remainder of the itinerary is incomplete. If the order is requested after the travel is completed, do not authorize variations. Instead, put in place(s) where TDY was performed (in exact order).

b. (Itinerary-FROM) Enter the word "FROM. " Use location where traveler is assigned or located; for example, permanent station, leave address, TDY point when new orders are being published for further TDY, or station where assigned for a special or short tour of AD. If traveler is at a leave address, TDY station, or a short or special tour of AD, enter in item 16: "Presently on (TDY, short tour of AD, or leave) per (include information to identify order)".

c. (Itinerary-TO) enter the word "TO." When unclassified, show specific location where TDY will be performed; for example, unit and military installation (air base; air station; site; test range; foreign, U.S. or state agency; or building and city, and state or

country. Do not indicate a military installation near the TDY location merely to save per diem costs. However, if official business is going to be conducted on that installation it should be shown on the order. Do not show enroute stops where no TDY will be performed. For BTOs, include: "Will proceed as many times as necessary to any point (within or within and outside) (CONUS, Europe, etc.)". For special leave enter the POD in CONUS specified by TMO.

d. (Itinerary-RETURN TO) Enter the words "RETURN TO." As a rule, return will be shown to the traveler's permanent station.

(1) If traveler is ordered to TDY from a leave address, and is to revert to leave status, include in item 16: "Upon completion return from TDY will revert to leave status, (number) days leave authorized."

(2) If traveler is ordered on further TDY from a TDY point, and is to return to first TDY station, include in item 16: "Upon completion return to (TDY station) and comply with existing orders."

NOTE:
When "FROM" and "RETURN TO" addresses differ from the organization publishing the order, the ZIP Code on those showing an Air Force Base is not required; for all others, include a complete address; for example, street, city, state and if known, the entire ZIP Code.
Item 12-(Mode of Transportation). For CONUS travel, do not use this section to authorize or direct any mode of travel. Instead, indicate the authorized or directed mode of travel in block 16. For transoceanic travel, unless the traveler has been authorized to personally procure transportation per paragraph **3.3.12**, check the block "as determined by appropriate transportation officer." Cross out "(Overseas travel only)" and type in "Transoceanic Travel." Review restrictions in JTR, paragraph C2001, before directing or authorizing travel by government aircraft for civilian employees.

Item 13-(Per Diem Authorized). Not used unless a reduced or increased rate is prescribed; then enter an "X" in the block (other rate of per diem) and add: "Per diem $_____ authorized according to (cite authority)." See the JTRs, paragraph U4135-C (military travelers) or C4550-1 (civilian travelers). For special leave, enter "NO PER DIEM AUTHORIZED (AFI 36-3003)".

Item 14-Complete on all for self specific allotment funded (local funds) TDYs.

Item 15-(Advance Authorized). Not required. See JTR, paragraphs C1103-1 and C3150-2, item 15.

Item 16-(Remarks). Used for instructions, special authorizations and other pertinent information. The following statements are provided as examples and should be used as required. (Frequently used statements or instructions may be preprinted on the reverse of the DD Form 1610, see **Figure 2.2**, and the applicable item numbers referenced in item 16. Type the following: "The following items on the reverse apply;" (List the number of each applicable item).

a. Meal Direction Statement. For travel to military installations and except for field duty or inpatient orders, list all the following meal direction options on the order back and make a statement in block 16 which item applies:

1) All government meals are available and directed.

2) Partial government meals are available and directed.

3) Government meals are not available or directed.

Changes to meal direction are allowed after the fact by the AO if necessary (**Figure 2.2**). Circle the correct option and sign by the circle. Note: Entitlements may only be increased after the fact. For more complex changes involving a number of days, indicate changes specifically by day, providing the first letter of the revised entitlement. For example, if the AO wants to upgrade days 3, 7, 8, and 9 to locality rate and 6 and 10 to proportional rate, the change would look like this: 3L, 7L, 8L, 9L, 6P 10P. The AO signs in the space provided. Note: The beginning and ending days of travel are automatically computed using 75% of the locality rate.

b. Reporting Instructions. For Schools or Courses of Instruction, reporting instructions are required. Reporting instructions are optional for other types of TDY. For schools or course of instruction include class entry date. If applicable, include: "During the period of TDY, individual is attached to (unit) for administration." Include the following statement in all school orders: "Individual will report to TDY station no earlier than _____ (hour and date) or no later than _____ (hour and date) and will depart TDY station NLT 1 day after course completion."

NOTE:

For information on reporting dates when attending more than one course, see AFI 36-2110. Reporting instructions are in AFCAT 36-2223, *USAF Formal Schools* or will come from the quota control agency.

c. Acting Transportation Officers. If traveler is to be designated as an Acting Transportation Officer, include: "Individual is designated an Acting Transportation Officer for the purpose of issuing transportation requests and will comply with AFI 24-101."

d. Commercial Transportation Arrangements. Usually, state "Per AFI 24-101, Government procured transportation directed; contact your Commercial Travel Office (CTO) or Traffic Management Office (TMO) as soon as possible."

e. Travel at no expense to the Government. If traveler is taking part in a public ceremony or demonstration, and expenses are paid by the sponsoring agency, include: "Travel will be performed at no expense to the government; expenses will be borne by (organization)."

f. Recoupment of Expenses. If the Air Force is to recoup travel costs of travel from Service, government agency, or a foreign government, include: "Recoupment of expenses incident to this order will be effected by USAF from (agency concerned)."

g. Permissive TDY:

(1) To authorize permissive TDY together with official TDY, for permitting individuals or groups such as bands to perform at unofficial functions, include: "Permissive TDY at no expense to the government authorized from (hour and date) to (hour and date) for the purpose of (state purpose, for example, performing at officer and NCO open messes, etc.)." If the permissive TDY is for a purpose other than the one shown above, include: "no more than ____ days permissive TDY, including travel time, is authorized at no expense to the government for the purpose of (state purpose)." See **Figure 2.5**.

(2) For permissive TDY not in conjunction with official TDY, see paragraph **2.6** For required statements, see **Figure 2.5**.

h. Group Travel. If travel falls within the purview of JTR, paragraph U4000, include: "This is a group travel order."

i. Contingency, Exercise, and Mobility (CEM) TDY. See AFI 10-215.

j. Casualty Reporting Information. Include the following on orders for members assigned to geographically separated units (GSU): "Casualty reporting information: Member's UPRGP is maintained at (location of Personnel Flight maintaining records)."

k. Repeated TDY Travel. Include: "Traveler is authorized to perform (number) round trips each (week, month, year, or during period indicated in item 10b)."

l. Exercises and Maneuvers. If TDY is associated with exercise, maneuver, or other similar activity, the dates of the actual period of the exercise as explained in the exercise plan must be included. For example: "The actual period of (name of maneuver, exercise, etc.) is from (date) to (date)."

m. Travel by Privately Owned Conveyance. If more than one traveler will be in an official travel status traveling in a privately owned conveyance, add the names of those persons and show who's driving. For example: "(Name of traveler) will be a passenger in a privately owned conveyance driven by (name of driver) or (name of traveler) will be accompanied by (name of passenger) in his or her privately owned conveyance." If all or some of the people are listed on the same order, it's easier to asterisk the names, for example, one for the driver and two for the passengers, and explain in item 16. For example: "*driver, **passenger."

n. Registration/Conference Fee. If a fee is required to attend federally or nonfederally sponsored meetings, include: "Registration fee is approved on _____ (date) in the amount of $_____ which: (a) covers cost of ___ meals and ___ nights lodging at $_____ per night, (b) covers no meals or lodging. (Authority: JTR, C4708 (Civilian), JFTR, U4535 (Military). See AFI 65-601, Volume 1, paragraph 4.42 for more information on registration fees. Note: If conference fees include meals, per diem rates are adjusted downward to PPD or incidentals, whichever applies.

o. Leave Information. Complete when leave is granted for reasons other than to cover excess travel time. Enter number of days authorized; and when possible, the emergency telephone number; and the address of the leave point. For civilian employees only enter the number of days authorized. Do not use a TDY order to account for leave taken prior to departure from or after return to the PDS, whether civilian or military.

p. Excess Baggage Authorized Per Person. Authorization for excess baggage, when approved (paragraph **3.3.14**), include "Excess baggage of pd/pieces authorized."

q. Aero Club Aircraft. Include: "Use of aero club aircraft is authorized." This is not a special authorization but reimbursement is limited to cost of Government Transportation Request (GTR)_____. (JFTR paragraph U3210 and JTR paragraph C2053)

r. For travel abroad, refer to the DoD Foreign Clearance Guide.

s. TDY to Military Installations. Add the following statement: "Per diem is based on the availability of government quarters (military and civilian)and mess (military). For travel to military installations, advance lodging reservations are mandatory to maximize the use of government quarters and for more efficient use of per diem. Contact the TDY location's lodging operation immediately to make reservations. If on-base lodging is not available, the lodging office will make reservations in contract quarters or provide nonavailability information." This statement is not necessary on medical inpatient orders.

t. Special Leave. Add: "Member is authorized special leave and space required transportation to the nearest port in the 48 contiguous states and return transportation from the port to the PDS. Authority: 1 U.S.C. 705 and AFI 36-3003."

u. Return to Duty Travel. See paragraph **2.7** and **Figure 2.6** for a sample order using a DD Form 1610.

v. TDY 30 Days or More. When published by the member's unit add: "Report to MPF/DPMUO prior to departure."

w. Promotional Items. On funded orders add: "Accept no promotional items, for example gifts, bonus tickets, etc."

x. Charge Card/Travel Advance Statements. See paragraphs 16y through 16ab for guidance. If further guidance is needed, contact your local FSO.

y. If allowing a travel advance, orders will so state. If the order does not include a travel advance statement, travel advance by FSOs shall not be authorized unless an amended travel order is published. When multiple travelers are listed on the TDY order, designate the applicable travel advance payment statement for each traveler as follows: Place the letter identifier, or item number listed on the reverse of the order identifying the appropriate statement, after the SSN. For example: Smith, John H., 123-45-6789 (A).

z. Includes address and facsimile information for other DoD agencies/services when the travel voucher must be forwarded to those agencies/services for settlement. Contact your local FSO for guidance when using another DoD component's funds.

aa. Important Definitions:

(1) Cardholder: Person issued a government travel charge card or who has turned-down issuance of the card.

(2) Non-cardholders: Personnel who have declined to apply for or accept the government travel charge card and personnel who have applied for, but have not received, their government travel charge card as of the effective date of the travel.

(3) Ineligible personnel are those personnel who have been denied the card by their commander or supervisor or whose government travel charge card has been suspended or revoked because of account delinquency.

ab. Travel advance statements shown in the travel orders:

(1) Cardholder-If the traveler is a cardholder, the following statement applies: "Advance by FSO is not authorized. Traveler has a government travel charge card and

PIN, which will be used for ATM cash advances for meals and incidental expenses (M&IE) plus miscellaneous expenses."

(2) Cardholder-When specific item/s cannot be charged, for example, registration fees for non-Air Force conferences. In addition to the statement in aa(l), add: "Travel card cannot be used to charge (insert item). Advance from FSO limited to actual or estimated cost of specified item."

(3) When the traveler meets one of the following conditions:

(a) Has card/PIN, but circumstances preclude use of both charge and ATM cash advance features

(b) Is ineligible for card

(c) Has applied for, but not received card/PIN. The following statement applies: "Traveler advance by FSO is approved. Limit advance to 80% of all authorized and allowable expenses."

(d) Requires an advance for non-Air Force conference fees and those fees may not be charged to the government travel charge card.

(4) FSO travel advance payment cannot exceed 45 days of authorized and allowable expenses, except when the AO authorizes, in the order, an advance of expenses for a longer period of time as warranted by the nature of the travel. For example: Traveler will be TDY 60 days to a location where travel pay service will not be available, and there is neither an ATM, mail service or check cashing facility available and the government contractor-issued travel charge card cannot be used. The AO may authorize an FSO travel advance of up to 60 days. In addition to the statement in aa(3)(c), the following statement will be shown in orders: "Traveler authorized to receive a travel advance payment for XX days."

Item 17-(Requesting Official). You may use this item when required by command or local instruction.

Item 18-(Approving Official (Type Grade and Title), and Signature). If item 17 is not used for a requesting official, the name, grade, and title may be put there and the signature in item 18. The AO will not be the same as the traveler. Note: Facsimile (fax) copies and signatures are allowed for voucher settlement. This freedom applies to all forms prescribed by this AFI.

Item 19-(Accounting Citation.)

a. Unit Information. To the left and directly under the words "Accounting Citation" enter the designation and location of the publishing headquarters.

b. Accounting Classification. Enter accounting classification used to fund the travel, normally from the publishing unit, unless authority was granted to use funds of another unit. DO NOT include accounting citations on permissive TDY orders or transportation authorizations.

(1) When using funds of another unit, a copy of the authority will be provided to the FSO when processing travel orders. A designated official must initial to indicate authenticity and accuracy of the fund citation.

(2) Travel requests not funded by AF Form 616, Fund Cite Authorization (FCA) or AF Form 402, Obligation Authority or Sub-allotment, must contain the signature of the official certifying fund availability.

(3) When citing multiple funds, include TDY location to which they apply in parenthesis following the fund cite. If there is not enough space for accounting classification (or classifications) and accompanying instructions (if required), state "See Reverse," and enter information on a separate sheet of bond paper.

(4) When travel is chargeable directly or indirectly to a Foreign Military Sales (FMS) case or FMS administrative surcharge money, include one of the following statements after fund citation. "FMS Case (number)" or "FMS surcharge."

(5) For the, Customer Identification Code (CIC) number (for travel to, within, or from an overseas area, when travel will be performed by scheduled AMC aircraft)--contact your Traffic Management Office.

(6) Distribution will be placed in the remaining space of this block.

c. Travel involving Two FYs. Orders published before 1 Oct, including travel entitlements to be earned in the next FY, must cite both the current and next FY appropriations. This allows a traveler to be paid a travel advance (if so authorized) and to arrange for transportation. The FSO certifies current year funds only, and validates the accounting classification for the next FY. A qualifying statement concerning fund availability for the next FY is not required. After the start of the new FY, determine if funds are available and record the obligation. If funds are not available and travel has not begun, act to have TDY order revoked.

Item 20-(Order Authorizing Official). (May be signed or official seal may be used.) On computer generated orders, the word "official" may be used in lieu of a seal or signature. The order authorizing official and fund certifying official should not be the same individual. Completing this block is not required if block 18 is signed.

d. Facsimile (faxed) Funds Certification. Faxed funds certification is allowed IAW local FSO policy. Specifically, an organization may fax a travel order for certification to the activity responsible for the funds (normally the installation comptroller organization), the funds are then certified and obligation entered. The order is then faxed back to the organization for publication.

Figure 2.2. Sample (Suggested) Order Back.

1. CHECKLIST FOR VOUCHER SUBMISSION:
☐ **DID YOU SIGN YOUR VOUCHER?**
DID YOU ATTACH:
☐ **4 COPIES OF ORDERS AND 4 COPIES OF AMENDMENTS (if applicable)?**
☐ **AIRLINE ITINERARY/TICKETS?**
☐ **LODGING RECEIPTS?**
☐ **OTHER RECEIPTS FOR EXPENSES $75 AND OVER $75?**
☐ **NON-AVAILABILITY STATEMENT FOR GOV'T QUARTERS (or number)?**
☐ **MISSED MEALS FORM (AF Form 2282)?**
DID YOU CLAIM:
☐ **ATM SERVICE CHARGE (2.75%)**
☐ **POV MILEAGE/TAXI FARE TO/FROM AIRPORT?**
☐ **BAGGAGE HANDLING FEES?**
If you have any questions call Travel Pay at ext_____.
2. Submit travel voucher within 5 workdays after completion of travel; turn in promotional items to FSO.
3. Government procured transportation directed; contact your Commercial Travel Office (CTO) or Traffic Management Office (TMO) as soon as possible.
4. For the traveler's convenience, round trip travel by POC and/or personally procured commercial transportation is authorized. Per diem will not exceed that paid over a similarly traveled route by common carrier. Excess travel time will be charged as leave. Contact your FSO for specific details about entitlements under this item. GTR cost from duty station to (Add location)_____ and return (based on city-pair fare or low Y) is _____. Personnel authorized to personally procure commercial transportation are directed to report to Commercial Travel Office for travel reservation.
5. If traveling to a military installation, contact the TDY location billeting office immediately upon receipt of orders. The following direction applies:
a.) Traveler is directed to use government quarters and government mess. (Government meal rate payable)
b.) Traveler is directed to use government quarters and directed to use government mess for some but not all meals. (Proportional rate is payable).
c.) Traveler is directed to use available government quarters, but use of government mess is not directed. Full MI&E is authorized.
6. Changes to meal direction (item 5 above) are allowed after the fact by the approving official if necessary (refer to AFI 65-103, fig _____.) Circle the correct item and sign by the circle. Note that entitlements may only be increased after the fact. For more complex changes involving a number of days, consult AFI 65-103 fig _____ and indicate the changes in the following area:_____.
Approving Official signature_____. An AF Form 2282 may also be used to indicate adverse effects.
7. Special authorization(s) for (Add special authorization (s))_____ is/are required for mission accomplishment. The cost of the special authorization(s) has been reviewed and is justified as more advantageous to the government or necessary for mission accomplishment.
8. (Out-of-CONUS travel) Foreign Clearance Guide requirements have been met. Clearance document(s) on file at _____. If travel by AMC flight, report to AMC terminal NLT 1 1/2 hours before scheduled departure time.
9. Travel card cannot be used to charge expenses unrelated to the official travel such as gifts or ATM withdrawals not directly related to the official travel. Call the "800" number on the reverse of the travel card for further assistance.
a. Traveler has been offered a Government Travel Charge Card. Travel advance from FSO is **not** authorized. Use of ATM for cash advance required. Limit ATM withdrawal to allowable out-of-pocket expenses. Estimate ATM withdrawal for this TDY is approximately _____. (*contact FSO for assistance*).
b. Traveler has applied for but not received Government Travel Charge Card or circumstances preclude use of the card. Report to Finance for determination of advance eligibility. Advance authorized for 80% of authorized/allowable expenses.
10. Traveler must use the government contractor travel charge card to charge major expenses (lodging/billeting, authorized rental vehicles and when authorized to personally procure transportation to/from TDY points). Travelers are encouraged to use the card for other authorized expenses (restaurant meals, gas, oil, etc.).
11. (Authority) AFI 36-2110 for military members and JTR for civilians.

2.3. Blanket Temporary Duty Orders (BTOs). A limited number of BTOs may be published for individuals who anticipate 12 or more trips per FY, within certain geographical limits, to perform regularly assigned duties. BTOs will not be issued based solely on an individual's grade or position. Frequency of travel must be the determining factor. BTOs continue in effect until expiration or rescission. BTOs are only effective during one FY and will not be used for any one

trip in excess of 179 days. If trip goes over into a new FY, publish a second order to cover that period. If BTOs are required for the same people in the next FY, publish new orders. The fund-approving official must sign the request for orders, indicating funds are available and accounting classification is accurate. See **Figure 2.3** for sample.

2.3.1. **Authority for Publication.** BTOs may be approved by the Chief Of Staff, HQ USAF, and the commander of a major command (MAJCOM), field operating agency (FOA), or a direct reporting unit (DRU). These commanders may further delegate approval authority to reasonable, appropriate lower levels. This may be done by supplementing this regulation.

2.3.2. **Order Content.** BTOs require the same data as other TDY orders (see **Figure 2.1** and **Figure 2.1**), except the geographical area of travel must be specified. State effective and expiration dates. In addition, government meals are directed until adjusted upward, as necessary, by the AO after the TDY. Add the following statement, "Accept no promotional items, for example, gifts, bonus tickets, etc." See **Figure 2.3** for sample information for the reverse of a BTO.

2.3.2.1. **Example of a Composed Blanket Travel Order:** COL MARALIN C DEWEY, 123-45-6789, this HQ, will proceed at such times as may be necessary during the period 1 Oct 97 to 30 Sept 98, both dates inclusive, from Wash DC to any point within continental limits of the U.S. on TDY in connection with duty as Director of Administration; and upon completion of each mission will return to Wash DC. (Speech or Presentation). Since your per diem is based on the availability of billeting and mess, when TDY to military installations contact the base billeting officer to see if they are available. Government meals are directed. Accept no promotional items, for example, gifts, bonus tickets, etc. (Cite the proper accounting classification and customer identification code.) Items 1 and 2b through 5 on reverse apply. Authority AFI 36-2110.

2.3.3. **Endorsement to Blanket TDY orders.** Special authorizations (paragraph **3.2**) requiring written justification will not be included in the basic order. These authorizations, when required for a specific trip, must be added by endorsement to the original order and signed by the AO. Maintain and dispose of any written justification IAW AFI 37-128. In addition, air movement designators, port reporting instructions, excess baggage, foreign flag carrier certificates, ordinary leave, and overseas area clearance may be added by endorsement. When circumstances of a specific trip require the traveler to obtain a travel advance payment, the blanket travel order must be endorsed with the appropriate travel advance payment statement prescribed by **Figure 2.1**, item 16y and signed by the AO.

2.3.4. **BTO Review.** The installation FSO will review BTOs annually, normally when organizations are preparing new orders for the FY. Review will ensure orders are administratively correct. Also, the FSO must ensure BTO criteria are met and make a recommendation through the appropriate chain of command to the AO for approval/disapproval of the BTO. Additionally, MAJCOM-FOA/DRU/FM will make BTOs an item of interest during staff assistance visits and inspector general inspections.

2.3.5. **BTO Travel Advance.** Cash advance requirements while in a travel status will be met by using ATMs. FSOs will only issue travel advance payments when circumstances of a specific trip negate the use of the government travel charge card. In this instance, the BTO must be endorsed with the appropriate travel advance payment statement prescribed by **Figure 2.1**, item 16y.

Figure 2.3. Sample Blanket Travel Order.

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL
(Reference: Joint Travel Regulations (JTR), Chapter 3)
(Read Privacy Act Statement on back before completing form.)

1. DATE OF REQUEST *(YYYYMMDD)*: XXXX0630

REQUEST FOR OFFICAL TRAVEL

2. NAME *(Last, First, Middle Initial)*	3. SOCIAL SECURITY NUMBER	4. POSITION TITLE AND GRADE/RATING
SMITH JOHN J.	123-45-6789	Colonel

5. LOCATION OF PERMANENT DUTY STATION (PDS)	6. ORGANIZATIONAL ELEMENT	7. DUTY PHONE NUMBER *(Include Area Code)*
Langley AFB, VA	HQ ACC/FM	(555) 555-5555

8. TYPE OF ORDERS	9. TDY PURPOSE *(See JTR, Appendix H)*	10a. APPROX. NO. OF TDY DAYS *(Including travel time)*	b. PROCEED DATE *(YYYYMMDD)*
Blanket	Provide assistance and oversight of financial management activities within Air Combat Command. (Site Visit)		

11. ITINERARY

☐ VARIATION AUTHORIZED

FROM: Langley AFB, VA
TO: Will proceed at such times as may be necessary to Air Combat Command activities within the continental United States
RETURN TO: Langley AFB, VA

12. TRANSPORTATION MODE

a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE

☐ AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)

13. [X] a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. [ ] b. OTHER RATE OF PER DIEM (Specify)

14. ESTIMATED COST				15. ADVANCE AUTHORIZED
a. PER DIEM $	b. TRAVEL $	c. OTHER $	d. TOTAL $	$

16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)
Accept no promotional items, for example, gifts, bonus tickets, etc. Government procured transportation directed. Report to CTO/TMO to make travel arrangements. Government meals directed. Authority AFI 36-2110.

17. TRAVEL-REQUESTING OFFICIAL *(Title and signature)*	18. TRAVEL-APPROVING/DIRECTING OFFICIAL *(Title and signature)*
	Chief of Staff

AUTHORIZATION

19. ACCOUNTING CITATION
DEPARTMENT OF THE AIR FORCE
HQ AIR COMBAT COMMAND
LANGLEY AFB, VA 23665-5583 DIST: G

XXXXXXX XXX XXXX XXXXXX XX XXX XXXXXX
CERTIFYING OFFICIAL

20. AUTHORIZING/ORDER-ISSUING OFFICIAL *(Title and signature)*	21. DATE ISSUED *(YYYYMMDD)* XXXX0630
	22. TRAVEL ORDER NUMBER TA-850

DD FORM 1610, JAN 01 PREVIOUS EDITION IS OBSOLETE.

Instructions for Blanket Travel Orders.

Blanket orders differ from other orders because they can be used over and over again for an extended period. They are intended for people whose official duties require frequent travel with little advance notice. Below are some differences from routine orders.

Item 9. Purpose for which this order was approved. If the traveler goes TDY for a purpose other than indicated, a separate one-time routine order must be issued. For example, Colonel Twinkle is selected to sit on a promotion board at Randolph AFB. Since this travel does not relate to normal Air Combat Command activities, a separate order must be prepared. When selecting the type and category of travel, select the ones that best fit the majority of the trips likely to be taken.

Item 10a. This item is left blank.

Item 10b. Instead of a single date like on a routine TDY order, put in the note earlier than (NET) and the not later than (NLT) dates. This represents the period the order can be used. As in routine orders, a 7 day window before and after the proceed O/A date applies. You can make the order good for any period of time, for example, a month, a quarter, etc., as long as the date and travel does not run into the next FY.

Item 11. Variations are never allowed on a blanket order. In the "TO" portion of the itinerary specify the geographic limitations where travel is authorized.

Item 12. Usually this item will be blank unless only one mode will satisfy all trips to be taken. Never mark the block for more advantageous to the government as it would be a special authorization and must be added by endorsement.

Item 16. In general, except for the first statement in this order, put in the same information as in routine orders. One difference is that if the traveler will procure his or her own transportation or will use a POC as not more advantageous to the government, the cost provided by the TMO for commercial transportation has to be added by endorsement. Billeting and mess may vary since the traveler may go to other than military installations conducting varying missions. Include the meal's statement contained in **Figure 2.1**, item 16a (all three options). The traveler will inform the AO which item applied after the fact and the AO will circle and sign the correct choice before the traveler files the travel voucher.

SUGGESTED REVERSE OF BLANKET TRAVEL ORDER

(**NOTE:** Only items indicated in remarks (item 16) of the order apply.)

1. Before traveling, comply with the DoD Foreign Clearance Guide for clearance, passport, and immunization requirements.

2. Member is cleared for access to classified material up to and including (a) SECRET (b) TOP SECRET.

3. Within overseas area of TDY, travel by military and commercial aircraft, commercial rail, and bus is authorized.

4. Before traveling outside CONUS by AMC scheduled aircraft, include in these orders a statement that the member will report to APOE NLT 1 1/2 hours before scheduled departure time, flight number, and departure time assigned by TMO. The local priority issuing agency provides return information.

5. Each of the following is authorized when this order is endorsed for a specific trip by an authorized official, making the specific authorization(s) applicable:

a. Travel by privately owned conveyance authorized. This mode of transportation determined more advantageous to the government.

b. Hire of special conveyance (as specified in the endorsement) for use within area of TDY station determined more advantageous to the government.

6. The following statement will be used when order is endorsed for a specific trip by an authorized official after it has been approved by the Secretary of the Air Force: "Travel is authorized by first class commercial air during the period (dates) per approval of Secretary of the Air Force (date approved)."

7.a) All government meals are available and directed.

b) Partial government meals are available and directed.

c) Government meals are not available or directed.

2.4. Repeated TDY Orders. Repeated TDY orders allow any necessary number of separate round trips from the permanent duty station (to and from), or between specified locations. Each separate journey may require stopover for duty at one or more places before returning to the permanent duty station (PDS). Travel must not be solely between place of duty and lodging/home. Normally, government meals are directed until adjusted by the AO after the TDY.

2.4.1. **Special Instructions.** "Specified locations" means the TDY locations must be listed in the order. Do not authorize variations in itinerary in repeated orders. If the number of trips for a period will be exceeded, amend the repeated order or publish separate orders for the excess trips. Repeated TDY orders continue in effect until expiration or rescission. Repeated TDY orders are only effective during one FY and will not be used for any one trip in excess of 179 days. If a trip goes into a new FY, publish a second order to cover that portion. They may be endorsed as described in paragraph **2.5**. If repeated orders are required for the same people in the next FY, publish new orders. The fund certification official must initial the request for orders, indicating funds are available and the accounting classification code is accurate. No funding codes are used on repeated transportation authorizations even when they are for space required nonreimbursable travel.

2.4.2. **Authority for Publication.** Repeated TDY orders may be published by any commander authorized to publish travel orders. These orders require the same general information prescribed in **Figure 2.1** In addition, include the effective and expiration dates of the order and specify the number of round trip journeys that may be taken. See **Figure 2.4** for a sample repeated travel order.

Figure 2.4. Sample Repeated Travel Order.

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL
(Reference: Joint Travel Regulations (JTR), Chapter 3)
(Read Privacy Act Statement on back before completing form.)

1. DATE OF REQUEST *(YYYYMMDD)* XXXX0630

REQUEST FOR OFFICAL TRAVEL

2. NAME *(Last, First, Middle Initial*	3. SOCIAL SECURITY NUMBER	4. POSITION TITLE AND GRADE/RATING
SMITH JOHN J.	123-45-6789	SSgt

5. LOCATION OF PERMANENT DUTY STATION (PDS)	6. ORGANIZATIONAL ELEMENT	7. DUTY PHONE NUMBER *(Include Area Code)*
Osan AB, Korea	51 CS/SCB	(555) 555-5555

8. TYPE OF ORDERS	9. TDY PURPOSE *(See JTR, Appendix H)*	10a. APPROX. NO. OF TDY DAYS *(Including travel time)*	b. PROCEED DATE *(YYYYMMDD)*
Repeated	To perform computer maintenance (Site Visit)		

11. ITINERARY [ ] VARIATION AUTHORIZED
FROM: Osan AB, Korea
TO: Kunsan AB, Korea
RETURN TO: Osan AB, Korea

12. TRANSPORTATION MODE

a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE
					X					

[ ] AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)

13. [X] a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. [ ] b. OTHER RATE OF PER DIEM (Specify)

14. ESTIMATED COST

a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL	15. ADVANCE AUTHORIZED
$300.00	$	$	$300.00	$

16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)
Traveler is authorized to perform 3 round trips per month. Use of government quarters is directed. Item 5a on the reserve applies.

17. TRAVEL-REQUESTING OFFICIAL *(Title and signature)*

18. TRAVEL-APPROVING/DIRECTING OFFICIAL *(Title and signature)*
Chief of Computer Maintenance

AUTHORIZATION

19. ACCOUNTING CITATION
DEPARTMENT OF THE AIR FORCE
51 Communication Squadron (PACAF)
APO AP 96570-5000 DIST: A

XXXXXXX XXX XXXX XXXXXX XX XXX XXXXXX
CERTIFYING OFFICIAL

20. AUTHORIZING/ORDER-ISSUING OFFICIAL *(Title and signature)*

21. DATE ISSUED *(YYYYMMDD)* XXXX0630

22. TRAVEL ORDER NUMBER TA-1234

DD FORM 1610, JAN 01 PREVIOUS EDITION IS OBSOLETE.

INSTRUCTIONS FOR PREPARING A REPEATED TRAVEL ORDER

Follow general guidance in **Figure 2.1** with these exceptions:

Item 8. Enter capital letters "REPEATED."

Item 10a. Leave blank

Item 10b. Indicate inclusive dates as shown.

Item 11. Itinerary:

a. (Variation Authorized). Do not authorize variations.

b. (Itinerary-To). Enter the word "TO." Show only specific locations where TDY will be performed on each and every trip.

Item 14. Estimate based on number of trips authorized.

Item 16. Include: "Traveler is authorized to perform (number) round trips each (week, month, year, or during period indicated in item 10b)." Include the required statements for any routine TDY order that apply including meal direction.

2.5. Endorsed Orders. Except as provided in paragraph **2.3.3** for BTOs, do not endorse blanket or repeated travel orders for other purposes: for example, to direct further travel, authorize additional funds expenditure, or to change strength accountability.

2.5.1. **Who May Endorse.** Orders must be endorsed by the AO who issued the original order, or a lower echelon when authorized by a higher headquarters (for example, OSI district offices). Commanders of aeromedical staging units may endorse patient travel orders when the change is directed by the Armed Services Medical Regulating Officer (ASMRO). Copies of the endorsement must be furnished to the order originator, organization of original destination, and gaining medical facility.

2.5.2. **How To Endorse.** Endorse composed orders below the body or on the reverse if space is not available. Do form orders on the composed orders below the body or on the reverse if space is not available. Do form orders on the reverse if possible or use a separate page. When an endorsement is typed on the reverse or on a separate page, identify the order being endorsed as shown in the example below and address it to the traveler.

2.5.3. **Endorsement Distribution.** Distribute three copies of a BTO to the traveler and one copy to the AO.

2.5.4. **Example:** SO TA-179, 437 ABG, Charleston AFB, SC, 01 Jun 97 Endorsement to Orders:

TO: COL GEORGE GARRETT, 123-46-6789

Travel is authorized by first class commercial air during the period 12 through 20 July 97 per approval of Secretary of the Air Force, 31 May 97. Justification for determining this special authorization is maintained at 437 MAW/DO.

FOR THE COMMANDER

JAMES A. ROSS, Major, USAF

Exec. Dir of Plans

DCS, Operations

Figure 2.5. Sample Permissive Travel Order.

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL
(Reference: Joint Travel Regulations (JTR), Chapter 3)
(Read Privacy Act Statement on back before completing form.)

1. DATE OF REQUEST *(YYYYMMDD)*: XXXX0615

REQUEST FOR OFFICAL TRAVEL

2. NAME *(Last, First, Middle Initial*	3. SOCIAL SECURITY NUMBER	4. POSITION TITLE AND GRADE/RATING
SMITH JOHN J.	123-45-6789	TSgt

5. LOCATION OF PERMANENT DUTY STATION (PDS)	6. ORGANIZATIONAL ELEMENT	7. DUTY PHONE NUMBER *(Include Area Code)*
Langley AFB, VA	1 Supp/CCF	(555) 555-5555

8. TYPE OF ORDERS	9. TDY PURPOSE *(See JTR, Appendix H)*	10a. APPROX. NO. OF TDY DAYS *(Including travel time)*	b. PROCEED DATE *(YYYYMMDD)*
Permissive	To participate in USAF small games tournament world-wide competition	10	XXXX0620

11. ITINERARY — VARIATION AUTHORIZED

FROM: Langley AFB,VA
TO: Offutt AFB, NE
RETURN TO: Langley AFB, VA

12. TRANSPORTATION MODE

a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE

AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)

13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. b. OTHER RATE OF PER DIEM (Specify)

14. ESTIMATED COST

a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL	15. ADVANCE AUTHORIZED
$	$	$	$	$

16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)
Submit a no-pay travel voucher within 5 workdays after completion of travel. Travel permitted by this order does not entitle traveler to expenses of travel or per diem. Individual is on authorized absence from duty traveling at personal expense and eligible for military furlough fare discounts. Absence excess to number of days authorized is chargeable as leave. Authority: AFI 36-3003.

17. TRAVEL-REQUESTING OFFICIAL *(Title and signature)*

18. TRAVEL-APPROVING/DIRECTING OFFICIAL *(Title and signature)*
Commander, 1st Supply Squadron

AUTHORIZATION

19. ACCOUNTING CITATION
DEPARTMENT OF THE AIR FORCE
1 Supply Squadron (ACC)
Langley AFB, VA 23665-5000 DIST: A

NO FUND INVOLVED
CERTIFYING OFFICIAL

20. AUTHORIZING/ORDER-ISSUING OFFICIAL *(Title and signature)*

21. DATE ISSUED *(YYYYMMDD)*: XXXX0615

22. TRAVEL ORDER NUMBER: TA-1258

DD FORM 1610, JAN 01 PREVIOUS EDITION IS OBSOLETE.

INSTRUCTIONS FOR PREPARING A PERMISSIVE TDY ORDER

Follow the general guidance in **Figure 2.1** with these exceptions:

Item 8. Enter in capital letters "PERMISSIVE." This term can be used for civilian employees traveling at no expense to the government (see paragraph **2.6.3**)

Item 9. Do not enter the type or category of travel.

Item 10a. Show specific number of days including travel time and cross out "approximate."

Item 11. Do not authorize variations.

Items 12 through 15. Leave blank.

Item 16:

a. Authority. Enter AFI 36-3003 for military; JTR, paragraph C6250, for civilians.

b. Permissive TDY. Include the following statements: "Submit a no pay travel voucher within 5 workdays after completion of travel. Travel permitted by this order does not entitle traveler to expenses of travel or per diem. Individual is on authorized absence from duty and eligible for military furlough fare discounts. Absence excess to number of days authorized is chargeable to leave."

c. House Hunting Trip. Add: "Report to the Base Housing Referral Office servicing your new duty station before entering into any rental, lease, or purchase agreement for off-base housing."

Item 19. (ACCOUNTING CITATIONS). Do not include an accounting citation on permissive TDY orders. Place the distribution in the remaining space in this block.

2.6. Permissive or No Expense to Government Orders. Permissive orders allow members to be away from their PDS without being charged leave. There is no reimbursement for travel. Most permissive travel for military members will be done on an AF Form 988, **Leave Request/Authorization**. However, in some cases, a DD Form 1610 or a composed order is used. To determine if a travel order must be used see AFI 36-3003, ***Military Leave Program***, and JFTR, paragraph U7650.

2.6.1. **Operation Bootstrap TDY.** See AFI 36-2306, ***The Education Services Program***. For Bootstrap, permissive in conjunction with PCS or TDY, or travel involving reimbursement from a nonappropriated fund, continue to use the DD Form 1610. Include the same general information as any TDY, except you must specify number of days, including travel time. Include the following statements: "Submit a no-pay travel voucher within 5 workdays after completion of travel. Travel permitted by this order does not entitle traveler to expenses or travel or per diem. Individual is on authorized absence from duty traveling at personal expense and eligible for military furlough fare discounts. Absence in excess to number of days authorized is chargeable to leave." Include the opening and closing of the term (or terms) involved. Furnish a copy of the orders to the proper FSO. See sample permissive order at **Figure 2.5**.

2.6.2. **Permissive Orders - Military Personnel.** Authority AFI 36-3003 (JFTR, paragraph U7650). Military personnel traveling on permissive TDY orders are permitted space available travel by DoD-owned or controlled aircraft.

NOTE: Permissive TDY for house-hunting terminates upon acceptance of housing and further absence from duty is charged as leave.

2.6.3. **Travel at No Expense to Government-Civilian Personnel.** Authority JTR, paragraph C6250. When an employee agrees to pay his or her own expense, if travel at government expense is not authorized, for attendance at a meeting of a technical, professional, scientific, or other similar organization and it has been determined the employee will be in a duty status, issue a permissive TDYorder. The order must state travel is at the employee's request.

2.6.4. **When Order Not Used.** The traveler's supervisor or competent authority must verify the traveler's signed statement that travel was not performed. Send the statement and a copy of the order to the proper FSO. There is no need to revoke the order since funds are not involved.

2.6.5. **Travel by POV.** This mode may be authorized as a convenience to the traveler if it will not increase the total cost to the government. An example would be a member traveling to a permissive TDY station (in a nonpay travel status) during a time in which he or she would not usually be scheduled for duty.

2.7. NATO Travel Orders. These orders are to be used only for military personnel movement, their personal baggage, individual weapons, and official documents. Use AF Form 1631, **NATO Travel Order**, or a composed order. The following instructions carry out NATO Standardization Agreement 2026:

2.7.1. **Requirement.** All military personnel, except attachè and advisory group-mission personnel, must have (in addition to PCS or TDY orders) a NATO travel order (**Figure 2.6**) when traveling from one NATO country to one or more other NATO countries. NATO countries are: Belgium, Canada, Denmark, Federal Republic of Germany, France, Greece, Iceland, Italy, Luxembourg, Norway, Portugal, the Netherlands, Spain, Turkey, the United Kingdom, and the United States.

2.7.2. **Special Instructions.** The NATO travel order must be printed in English and French. Include additional languages if required under national agreements. You may print it on the reverse of the basic order if practical.

2.7.2.1. The NATO travel order should be used for both individual and group travel. If more than one person is traveling, list them by rank, name, SSN, and unit on the face or reverse of the order or on a separate sheet of paper.

2.7.2.2. The NATO travel order is numbered with the same number as the individual's basic travel order. Give one or more copies to the traveler. You need not make more copies for file, record, or other purposes, unless the MAJCOM requires it.

2.7.2.3. You must complete paragraphs 1 and 2 of these orders. Only use paragraphs 3 and 4 when necessary.

2.7.2.4. You may reproduce and fill them in as required.

2.7.2.5. When frequent travel is required, you may publish the NATO travel order for a period corresponding to a basic blanket or repeated order.

2.7.2.6. NATO orders will be prepared when destination is classified. Destination will not be shown in item #2 of the basic order.

2.8. Partnership for Peace (PFP) Countries. To travel in PFP countries, Air Force members are only required to posess a DD Form 1610 and a valid identification card. No other documentation is required. These countries currently include Albania, Bulgaria, Chech Republic, Estonia, Hungary, Latvia, Lithuania, Moldova, Romania, Slovakia, Slovenia, and Uzbekistan. North Atlantic Treaty Agreement provisions for personal baggage, individual weapons and official documents also apply. Contact your local legal office to validate a current list of the countries included in the PFP agreement.

Figure 2.6. Sample NATO Travel Order.

NATO TRAVEL ORDER/ORDRE DE MISSION OTAN

COUNTRY OF ORIGIN:
PAYS DE PROVENANCE:

ORDER NUMBER: (Enter the TDY order no)

NUMÉRO DE SÉRIE:

1. The bearer *(and group as shown hereon or on attached list)*
Le porteur *(et personnel porté ci-dessus ou sur la liste jointe)*

Grade or, rank/Grade, Name/Nom, and Social Security Number/No Mle

2. Will travel from (Enter countries only) to
Fera mouvement de a

via
via

Date of Departure
Date du depart

Expected date of return
Date probable de retour

3. Authority *(is) (is not)* granted to possess and carry arms.
Autorisation de port d'armes *(accordée) (non accordée)*.

4. The person named in paragraph 1 is authorized to carry
La personne indiquée au paragraphe 1 est autorisée a porter

sealed dispatches, containing only official documents, numbered
plis scellés, ne contiennent que des documents officiels, numérotés

5. I hereby certify that this individual/group is/are member(s) of a Force as defined in the NATO Status of Forces Agreement, and that this is an authorized move under the terms of this agreement.

Je soussigné certifie que la personnel visé appartient a une armée telle que définie dans l'Accord OTAN sur le statut des Forces armées et que ce déplacement est officiel selon les termes de cet Accord.

6. This travel order is to be produced to civil and military authorities on request.

Cet ordre de mission devra être présenté sur demande des autorités civiles et militaires.

OFFICER AUTHORIZING MOVEMENT
OFFICIER AUTORISANT LE MOUVEMENT

DATE OF ISSUE
DATE DE L'AUTORISATION

AF FORM 1631, AUG 86 *(EF-V2)* *(PerFORM PRO)*

NATO TRAVEL ORDER

Chapter 3

GENERAL GUIDANCE

3.1. Separate Orders Involving Travel. When a single Responsibility Center/Cost Center (RC/CC) number applies to a group of individuals traveling on TDY, include the number in the accounting classification. If a single RC/CC number does not apply, prepare a separate order for each person, or place the number after each name, for example: "MAJ W J SMITH, 000-00-0000." RC/CC 100314." Indicate the omission of the RC/CC in the accounting classification by using brackets, for example, "57*3400 30* 4312 (xxxxxx) 409 503700" and include a statement in the body of the composed orders, or in the "Remarks" item of form orders "RC/CC number is indicated after each traveler's name."

3.2. Special Authorizations. A special authorization is something that adds to the cost of normal travel and will only be requested when needed to accomplish the mission. When travel cannot be made by normal transportation modes, or when special authorizations are required to carry out travel, comply with the restrictions in the following paragraphs.

3.2.1. **Statement for Orders.** To indicate special authorizations desired and that a cost analysis has been accomplished, the following statement must be included in the "remarks" section of the order: "Special authorization(s) for (rental cars, use of privately owned conveyance, excess baggage, etc.) is/are required for mission accomplishment. The cost of the special authorization(s) has been reviewed and is justified as more advantageous to the government or necessary for mission accomplishment." The AO or commander's signature in the AO section of the order indicates actual approval of the special authorization.

3.2.2. **Justifications.** Justifications for special authorizations must be based on advantage to the government. Convenience to the traveler is never a reason for approving a special authorization. Factors to be considered in determining if special authorizations are an advantage to the government, include but are not limited to:

3.2.2.1. Requirements of the mission assignment.

3.2.2.2. Availability of all types of transportation modes and effect on productive time related to the travel time involved.

3.2.2.3. Need to transport additional baggage, tools, or equipment.

3.2.2.4. Location of places of temporary duty in relation to location of lodging and meal facilities and availability of transportation between these points.

3.2.2.5. Total cost to the government (includes per diem, lost work time, salary of civilian employees, and actual transportation).

3.2.2.6. Duty locality in relation to traffic conditions, routing, and weather.

3.2.2.7. Overall cost advantage when there are accompanying passengers under official travel orders in the same privately owned conveyance.

3.2.2.8. Documentation (letters, messages, etc.) used to justify a special authorization is considered background material and will be maintained and disposed of according to AFI 37-128.

3.2.2.9. If a special authorization does not apply to all travelers, the order must state to whom it applies.

3.3. Nonuse of Government Facilities:

3.3.1. **MAJCOM Supplements.** MAJCOM supplements to this AFI may include specific circumstances where commanders may issue adverse effect statements covering duty requirements that do not permit use of government facilities.

3.3.2. **Nonuse of Government Facilities.** Before orders are published, the traveler or project officer must request and obtain approval for nonuse of government facilities if billeting is available on the TDY installation.

3.3.2. **(919SOW)** All Temporary Duty (TDY) away from home station orders published by 919 SOW will show the specific location where the TDY is to be performed (e.g., unit and military installation, air base, air station, site, test range, federal government agency, foreign government agency, etc.). Orders that reflect a city as the TDY location must also specify the venue within the city where the TDY is to be performed.

3.3.2.1. **(Added-919SOW)** TDY orders will be published to the nearest military installation, to the maximum extent possible, with the following exceptions:

3.3.2.1.1. **(Added-919SOW)** Conference, workshop or commercial training seminars meeting at approved non-military installations.

3.3.2.1.2. **(Added-919SOW)** Group commanders approve TDY orders to non-military installations when mission requirements dictate.

3.3.3. **Authorizing Officials.** Wing or group commanders may authorize nonuse of government facilities, in individual cases, when conditions justify it, but the commander at the TDY location does not agree to issue an impracticability statement. This authority must be issued with care. Letter request must cite this subparagraph and also state the impracticality condition. If known in advance of the TDY, the authorization will be included in the TDY order using the statement in **3.3.5** below.

3.3.4. **Statement of Adverse Effect -- Nonuse of Government Facilities.** If a traveler finds government facilities cannot be used without adversely affecting the mission, the AO signs the DD Form 1351 approving the change if appropriate. For simple changes in meal direction (see **Attachment 2** and **Figure 2.1**) the approval is done on the order back. For exercises, the exercise commander (or equivalent, such as team leader) is provides a memorandum to the AO indicating circumstances prohibiting use of government facilities. If appropriate, the AO signs the DD Form 1351 approving the change. For FSO documentation requirements as a basis for payment of increased per diem, retain supporting documents as background material.

3.3.5. **Nonuse Statement.** If it is known in advance that use of government quarters would adversely affect mission performance, use the following statement in the TDY order: "Use of government quarters will adversely affect (the mission) (performance of duties) (at), or (for the period)." If unique or specialized billeting requirements exist, orders will include a statement to that effect.

3.3.6. **AETC and AFIT Fund Citations.** AETC and AFIT authorizes other organizations to cite their funds in orders. This covers only normal allowances. If special authorizations

are needed, the AO must get approval before putting them in the order IAW AFCAT 36-2223.

3.3.7. **Special Conveyances AFI 24-101:**

3.3.7.1. **Motor vehicle.** When a motor vehicle is rented for the exclusive use of one or more persons, it is a special conveyance. Select the rental service permitting the mission to be carried out at lowest overall cost. Traffic management officers (TMO), Commercial Travel Office (CTO) or Scheduled Airline Traffic Offices (SATO) will make arrangements for travelers. See AFI 24-101 for procedures.

3.3.7.2. **Statements for Authorizing Special Authorizations in Orders.** Special authorizations must be authorized in the TDY order. Following are examples of statements used:

3.3.7.2.1. "Hire of special conveyance for use within area of TDY station authorized as more advantageous to the government."

3.3.7.2.2. "Hire of special conveyance authorized as more advantageous to the government." Use this statement when use is not restricted to the area of the TDY station; for example, it is in a remote area where adequate common carrier transportation is not available.

3.3.7.2.3. When variations in itinerary are authorized or there is more than one TDY point, indicate the actual location (or locations) where special conveyance will be used. For example: "Hire of special conveyance within area of (location of TDY) authorized as more advantageous to the government."

3.3.7.3. The AO should ensure traveler is briefed on specific guidance concerning rental vehicles (see AFI 24-101).

3.3.8. **Fly-It-Yourself Aircraft.** Fly-it-yourself aircraft must be authorized in orders as a special conveyance. Persons who use fly-it-yourself aircraft for personal convenience need not have special conveyance authorized in orders.

3.3.8.1. In orders for fly-it-yourself aircraft if a special conveyance is to be hired, include: "Hire of fly-it-yourself aircraft as a special conveyance authorized between_____ and _____ as more advantageous to the government."

3.3.8.2. Include in the order "Contact your TMO who is required to arrange for the hire of fly-it-yourself aircraft." (JFTR, paragraph U3415B, and JTR, paragraph C2102.2).

NOTE: AOs do not authorize private aircraft to carry passengers, unless the pilot has a commercial pilot's license (AFI 24-101) or a private pilot's license and are also instrument rated. This requirement does not apply to Aero Club aircraft.

3.3.9. **Extra Fare Train (AFI 24-101).** Statement for orders: "Travel is authorized by extra fare train."

3.3.10. **Privately Owned Conveyance (Including Privately Owned Aircraft) Ad vantageous to the Government (JFTR, paragraph U3305 and JTR paragraph C2151).** Statement for orders: "POC. This mode has been determined more advantageous."

3.3.11. **First Class Air Accommodations (JFTR, paragraph U3125 and JTR, para graph C2204).** Statement for orders: "Travel is authorized by first class commercial air per approval of Secretary of the Air Force."

NOTE: When first class evening fares do not cost more than normal day coach fares, they do not require a special authorization.

3.3.12. **Commercial Air to and From CONUS (AFI 24-101).** Statement for orders: "Travel authorized by commercial air per approval of _____."

3.3.13. **Travel Within and Around Duty Station (JTR, Paragraph U3500 and C2400).** Statement for orders: "Reimbursement of transportation expenses necessarily incurred in the conduct of official business in and around a temporary duty station is authorized."

3.3.14. **Excess Accompanied Baggage Allowance Authorization.**

3.3.14.1. When excess accompanied baggage allowance has been approved, include in travel orders: "___ pieces excess accompanied baggage authorized according to AFI 24-101."

3.3.14.2. To authorize excess accompanied baggage for dependents traveling by AMC aircraft, include: "<emphasis emph="underline"> pieces excess accompanied baggage authorized for each dependent, according to AFI 24-101." For travel by AMC aircraft, excess accompanied baggage must be stated only in pieces. For travel by commercial air, the excess accompanied baggage must be stated in terms of pounds and pieces, depending on the carrier's allowance as determined by TMO. For travel by other modes, see AFI 24-101.

3.3.15. **Shipment of Household Goods (HHG) Under Military TDY Orders.** When shipment of HHG are authorized IAW JFTR, paragraph U4705, the orders must include a statement of authorization.

3.3.16. **Personally Procured Transoceanic Travel.** If travelers personally arrange and pay for transoceanic travel, they may not be reimbursed unless it is authorized in their orders. A special authorization must be approved. The "letter request" will first be routed through TMO and approved by the traveler's squadron commander. Approval authority will not be further delegated. State on the orders: "Traveler authorized to personally procure transoceanic transportation."

3.4. Variations in Itinerary. This permits omission of travel to a place (or places) stated in a travel order; changes in the order of travel to places shown; and travel to places not shown. It is not used in place of adequate advance planning nor is it interpreted as granting blanket travel authorization. It is permitted only when essential to the success of the mission.

3.4.1. **When Variations are not Authorized.**

3.4.1.1. Do not use variations because of probable flight changes caused by weather, mechanical failure, or requirement to remain overnight at other than duty points.

3.4.1.2. When purpose of TDY is to attend a technical, scientific or professional meeting.

3.4.1.3. When purpose of TDY is to attend a school or course of instruction, except when unspecified field trips or flight training outline or AFCAT 36-2223.

3.4.1.4. On a PCS order, except in TDY enroute.

3.4.1.5. In an amendment to an order after travel is completed (see paragraph **1.2.14.1**).

NOTE: Variations in overseas travel do not exempt requirements for foreign area clearances.

3.5. Classified Orders. You can often avoid classification with careful wording, especially in duty to be performed. For example, if the purpose is to inspect a piece of classified ordnance, the order may read: "To inspect ordnance material." This statement gives the purpose as official Air Force business, but does not identify the classified equipment being inspected. Also, to avoid classifying an order if TDY is at a classified location. Include the name of a nearby location in the itinerary if the rate of per diem is the same and authorize variations in itinerary. When an order must be classified, mark and handle it according to AFI 34-401. You may also make extract copies using asterisks in place of the classified data. When presenting orders to unofficial agencies such as rental car companies, hotels, etc., it is permissible to delete or obliterate certain data such as grade, position, title, security clearance, and purpose of travel. Although this data in itself is not classified, it may be sensitive in the wrong hands.

NOTE: In using a nearby location, ensure you do not inadvertently identify classified data; e.g., the theater of operations, if classified, or other classified or security related data associated with deployment operations. Always check the latest security classification guidance to ensure you are not disclosing classified information when completing the orders.

Chapter 4

CIVILIAN TRAVEL, TRANSPORTATION AUTHORIZATIONS, DEPENDENT TRAVEL, INVITATIONAL TRAVEL, EMERGENCY LEAVE, AND SUBPOENA TRAVEL

4.1. Civilian Travel Orders. DD Form 1610 is used for DoD civilian travel. In rare cases where it is not practical to use printed forms, you may compose orders. Instructions for completing these forms are in JTR, paragraph C3150 and in **Figure 2.1**.

4.2. Transportation Authorizations. Transportation authorizations permit travel by military aircraft only in a non-per diem status for: non-DoD personnel to perform official duty for the Air Force; civilian employees of DoD and their dependents, dependents of military personnel family emergency travel when space required transportation is not authorized; student dependents of military personnel serving in Hawaii and Alaska for travel from (APOE) serving sponsor's duty station to CONUS aerial port of debarkation (APOD), and return. Any orders-publishing activity may publish a transportation authorization for space available travel as outlined in DoD 4515.13-R, ***Air Transportation Eligibility***. Include the specific paragraph of DoD 4515.13-R under which space available travel is being performed. When the Air Force Chief of Staff specifically approves travel not authorized by DoD 4515.13-R, cite the letter and its date.

NOTE: The contracting officer may authorize travel authorizations for cost reimbursable travel in conformance with contract provisions. Preparers of travel authorizations must comply with DoD 4515.13-R, Air Force Transportation Eligibility, paragraph 3-3E(2) which states in part..."travel orders must contain a statement that commercial transportation is neither available, readily obtainable, nor satisfactorily capable of meeting the travel requirements, the non-government rate tariff applies, and the name and address of the contractor so AMC can bill on a direct billing basis..." Travel authorizations will be in letter format as in paragraphs **4.2.1.1** and **4.2.2.1** below.

4.2.1. For Travel Within CONUS. Include:

4.2.1.1. Name and home or business address.

4.2.1.2. Approximate date of departure.

4.2.1.3. Destination (complete itinerary) and place to which return travel is desired, if applicable.

4.2.1.4. Place from which travel is authorized.

4.2.1.5. Purpose of travel.

4.2.1.6. Approximate number of days authorized, including travel time.

4.2.1.7. Authorization for excess baggage, if approved (see paragraph **3.3.11**).

4.2.1.8. Statement that "travel is necessary in the military service according to (appropriate Air Force directive, letter, or message under which travel is authorized)."

4.2.1.9. State whether reimbursable or nonreimbursable (see DoD 4515.13-R, chapter 6, for policy on transportation charges for travel by AMC and nonAMC aircraft). If reimbursable, and payment is not in cash, include name and address of the organization or individual responsible for reimbursement on a direct billing basis. State whether the U.S. Government or nonU.S. Government rate tariff is applicable, as determined by DoD 4515.13-R. When travel is on a space available basis, so state, and note references that apply.

4.2.1.10. **Example:** DR. CHARLOTTE R HUDSON, Assistant Professor, Physics Department, University of Maryland, College Park MD, is authorized to travel on or about 17 Mar 97 by military aircraft from Wash DC to Wright-Patterson AFB OH, for approximately 15 days for the purpose of repairing the AF cosmic ray monitor telescope, and upon completion return to Wash DC. Authority: DOD 4515.13-R. Nonreimbursable traffic.

4.2.2. **For Travel to and Within an Overseas Area.** The orders do not refer to logistical support, except when authorizations are not adequate, or when specific logistic support is desired by the traveler and approved by the overseas commander. AOs must make sure that area clearance has been obtained before requesting orders. Include:

-- Information required by **4.2.1** that applies.

-- Passport number.

-- Statement: "Before traveling comply with the DoD Foreign Clearance Guide for clearance, passport, and immunization requirements. Obtain immunizations at the nearest armed services hospital or dispensary."

-- If travel is on a "space required" basis by scheduled AMC aircraft, include accounting classification, customer identification code, and air movement designator. Further state the air movement designator for return travel will be obtained from the overseas local priority-issuing activity. The fund approving official initials the request for orders, indicating availability of funds and accuracy of accounting classification.

-- When space available travel by AMC aircraft is permitted, include the paragraph in DoD 4515.13-R that applies; or, if travel is an exception to the cited directive, include the approval authority and date.

4.2.2.1. **Example:** DR. ARTHUR BENHAM, passport number Y487125, Professor of Education, College of Education, Ohio University, Athens OH, is authorized to travel on or about 24 Mar 97 by AMC aircraft from APOE, Travis AFB CA to Yokota AB Japan, under air movement designator SUU OKO-2CT-FZ-03, for approximately 149 days, for the purpose of conducting the Guidance and Counseling Institute offered to Air Force overseas dependent school teachers by Ohio University, and upon completion will return to Travis AFB CA. Billing for transportation (at the US Government rate tariff) will be forwarded by AMC/FMIA, to Dr. Clayton Carter, Director, Guidance and counseling Institute, College of Education, Ohio University, Athens OH 45701-3421. Before traveling, comply with the DoD Foreign Clearance Guide for clearance, passport, and immunization requirements. Obtain immunizations at the nearest armed services hospital or dispensary. Air movement designator for return travel will be obtained from the local

priority issuing activity. Authority: DoD 4515.13-R, paragraph 3-3f. Reimbursable traffic.

4.2.3. **Civilian Emergency Leave, Dependent of Military Member Emergency Leave, and Student Dependent of Military Member Travel.** These orders permit travel on a space available basis only. Include:

-- Unit address. For dependents, unit address of their sponsor and their relationship to sponsor.

-- Date of birth of dependent students.

-- Information required by **4.2.1** and **4.2.2** that applies.

-- Statement: "There is no guarantee of space for travel permitted on a space available basis. Traveler must be prepared to continue or return via commercial means at personal expense."

-- Authorize only normal baggage allowance of 66 pounds.

-- For civilian employees, a statement requiring them to file a no pay travel voucher within 5 workdays after return.

-- Authority: Include applicable paragraph in DoD 4515.13-R.

4.2.3.1. **Example: Civilian Emergency Leave.** MS JEAN MARKEY Passport Number Y684727. GS-12, 31 Wea Sq (AMC), Rhein Main AB Germany, is permitted to proceed on or about 15 Feb 97 via AMC aircraft on a space available basis as Category 1 from Rhein-Main AB Germany to McGuire AFB NJ for approximately 30 days, and return, for the purpose of emergency leave. There is no guarantee of space for travel permitted on a space available basis. Traveler must be prepared to continue via commercial mode at personal expense. All absence from duty is chargeable to leave. Accomplish necessary immunizations before traveling. Sixty-six pounds baggage authorized. File a no pay travel voucher within 5 workdays after return. Authority: DoD-R 4515.13, paragraph 4-5a.

NOTE: For Air Force employees traveling in emergency leave status, do not use an AF Form 972, Request for Authorization for Emergency Leave Travel.

4.2.3.2. **Example Dependent Emergency Travel (CONUS to Overseas):** Mrs. Hilda Smith Passport Number Y621385, dependent spouse of MSgt Joel D. Smith, 000-00-0000, HQ AFMC, Wright-Patterson AFB, OH is permitted travel on or about 1 Jul 97 by military aircraft on a space available basis from Dover AFB DE to Rhein Main AB Germany and return. There is no guarantee of space for travel permitted on a space available basis. Traveler must be prepared to continue via commercial means at personal expense. Accomplish necessary immunizations before traveling. Sixty-six pounds baggage authorized. Authority: DoD 4515.13-R, paragraph 4-5a(5).

NOTE: For space required reimbursable travel per DoD 4515.13-R, paragraph 3-3b(3), use an AF Form 937, Request and Authorization for Dependent(s) Travel (**Figure 4.1**).

4.2.3.3. **Example for Student Dependent Travel (Military Dependents):** MISS SUE ANN SMITH, Date of Birth-19 Oct 78; Passport number Y831126, undergraduate

student, University of Maryland, College Park MD, dependent of COL OSCAR G SMITH, 123-45-6789. HQ PACAF, Hickam AFB HI, is permitted travel on or about 31 Aug 97 by military aircraft on a space available basis, from Hickam AFB HI, to Travis AFB CA. There is no guarantee of space available basis. Traveler must be prepared to continue via commercial means at personal expense. Sixty-six pounds baggage authorized. Authority: DoD 4515.13-R, paragraph 4-5(2), and AFI 24-101.

NOTE: To return at the end of the school year, the command publishes a separate order. See **Figure 4.2** (AF Form 1045, Request and Authorization for Student Dependent Travel) for an alternate form order.

Figure 4.1. Sample AF Form 937, Request and Authorization for Dependent(s) Travel.

REQUEST AND AUTHORIZATION FOR DEPENDENT(S) TRAVEL *(Applicable for all forms of travel)*
(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 - USE BLANKET PAS - AF FORM 11)

TO:	FROM:	TELEPHONE
58 MAS/DAP	58 MAS/DPM	2066

The following dependent(s) is/are authorized travel to location indicated:

DEPENDENT(S) DATA

1. DEPENDENT(S) *(Last name, First, MI and Passport Number)*	2. RELATIONSHIP	3. DATES OF BIRTH OF CHILDREN
FLEMING, PEG Y218759	WIFE	
FLEMING, SUSAN E. Y256177	DAUGHTER	6 APR 76
FLEMING, EDWARD Y256178	SON	11 MAR 78
JONES, CHARLOTTE Y276319	MOTHER-IN LAW OF SPONSOR	

4. PRESENT ADDRESS
809 HARRISON STREET
WARNER ROBINS GA 31093-4208
(TELEPHONE) 912-440-2621

5. ANTICIPATED DELAY ORIGINALLY INDICATED
☐ *(More) (Less)* THAN 60 DAYS
☒ *(More) (Less)* THAN 20 WEEKS

SPONSORS DATA

6. SPONSOR *(Grade, Last name, First, MI and SSAN)*
CAPT. FLEMING, WILLIAM J. 000-00-0000

7. DATE ENTERED OVERSEA AREA
10 MAY 96

8. ORGANIZATION AND STATION ADDRESS OR LOCATION TO WHICH TRAVEL IS AUTHORIZED
58 MAS
APO NEW YORK 09012-5001

9. ASSIGNED THIS STATION PER PARA DATE
SO A-75 15 JUN 97
HEADQUARTERS
1CSG (ACC)
LANGLEY AFB VA 23655-5000

10. FUND CITATION XXXXXXX XXX XXX XX*XXXXXX *(*Insert M, D, H, I, G, F, A, S, C, T, or Y)*
Nontemporary Storage Chargeable To: XXXXXXX XXX XXXX XX XXXX
CIC: X X XXX XXXX XXXXX TAC: XXXX CERTIFYING OFFICIAL PCS CODE: X

TRAVEL DATA

11. ☐ a. Travel will be performed during the month of OCT OR NOV 97
☐ b. Dependent(s) Will Proceed on or About
☐ c. Contact Nearest Outbound Assignments Unit *(Military Dependent(s))* or Civilian Personnel Officer *(Civilian Dependent(s))* at ROBINS AFB GA At Earliest Possible Date for Specific Instructions.
☐ d. This is a Dependent Emergency Leave Order. Round Trip Transportation Authorized.

12. Travel by Military Aircraft, Commercial Aircraft, Surface Vessel, Rail or Bus Authorized.

13. REMARKS
Travel of Mrs Charlotte Jones (Sponsor's mother-in-law), bona fide member of the household, from APOE to APOD permitted on a space-available basis concurrently with dependents.

14. DATE	15. TYPED NAME, GRADE, TITLE AND SIGNATURE OF ISSUING/APPROVING OFFICIAL	16. AUTHORITY
25 SEP 97	ROBERT G. CUTLER, SMSgt, USAF, ASST CHIEF, DPM	AFI 24-101, VOL I, & JTR, PARA M7008-

17. DESIGNATION AND LOCATION OF HEADQUARTERS	18. SPECIAL ORDER NO.	19. DATE
DEPARTMENT OF THE AIR FORCE 58 MAS APO NEW YORK 09012-5001	A-965	26 SEP 97
	20. TDN	

21. DISTRIBUTION	22. SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL
25 INDIVIDUAL 6 DPM 3 SPONSOR 1 FILE (DA) 1 DEH	

INSTRUCTIONS FOR PREPARATION OF AF FORM 937 WHEN USED FOR EMERGENCY LEAVE

Items 2, 3, 6, 12, 14, 17, 18, and 19. Self-explanatory.

Item 1. (Dependent(s) Last Name, First, Middle Initial and, if known, Passport Number). List the names of legal dependents for whom transportation is being authorized. Do not list individuals who do not qualify as dependents for transportation purposes. For instructions on close blood and affinitive (by marriage) relatives who are bona fide members of the sponsor's household and eligible for space available transportation.

Item 4. Present Address and Telephone Number. Enter address where dependents are located. For emergency leave, include sponsor's unit of assignment, duty telephone, and mailing address; e.g., 7025 Air Postal Sq, PSC Box 2186, APO AE 09021-5360. Kapaun MIL 6085.

Item 5. Leave Blank

Item 7. Date Sponsor Entered Overseas Area. For emergency leave, only include this information if known.

Item 8. Location to Which Travel is Authorized. For emergency leave, enter the appropriate Aerial Port of Debarkation (APOD). If unknown, enter as appropriate: "CONUS APOD," "Hawaii APOD." "Puerto Rico APOD," etc.

Item 9. Cite the special order assigning the sponsor to the current station. For emergency leave, only include this information if known.

Item 10. Fund Citation. Include the accounting classification from the local FSO. The designated officer initials to indicate the authenticity and accuracy of the fund citation. Also include a fund citation for space required basis per DoD 4515.13-R, paragraph 3-3b(3).

Item 11. a. (Dependents Will Proceed on or About_____)

Indicate on or about date of departure in all other orders including emergency leave.

c. Check this item for emergency leave only. When travel is space required reimbursable per DoD 4515.13-R, paragraph 3-3b(3), after the work "authorized" type in: "on a space required reimbursable basis between APOE and APOD and return."

Item 13. This item is for information for which space is not provided elsewhere. (Transportation Information) On emergency leave orders include actual departure point and place dependents will return, i.e., enter the international airport where they departed from or the one nearest their sponsor's duty station. (Member's Domicile.) As the JFTR and AFI 36-3003, defines it (is) (is not) outside the CONUS, required for all emergency leave travel from CONUS to overseas. Cross out the response that does not apply. If member's domicile is in CONUS, member and dependents may be eligible for space-available or reimbursable space-required travel.

Example 1: (Dependents depart from and return to same location) "Dependent(s) listed above will depart from and return to Frankfurt International Airport, Frankfurt, Germany."

Example 2: Dependents depart from and return to different locations) "Dependents listed above will depart from Heathrowe International Airport, London, England, and return to Frankfurt International Airport, Frankfurt, Germany."

(Return Travel.) Statement on all emergency leave orders: "Contact the transportation office at the nearest military installation to make return travel arrangements."

(Travel Voucher.) Statement on all emergency leave orders: "Your sponsor must file a no-pay travel voucher within 5 workdays after you return to (his)(her) duty station."

Item 15. When processing these orders, the MPF chief has the authority to assign signature responsibilities to staff sergeants and above, or civilians in grade GS-5 or higher.

Item 16. Cite specific paragraph of the JTRs under which the travel is authorized and AFI 24-101, if applicable.

Item 20. Leave Blank

Item 21. Prescribe locally

Item 22. Leave Blank

Figure 4.2. Sample AF Form 1045, Student Dependent Travel Order.

REQUEST AND AUTHORIZATION FOR STUDENT DEPENDENT TRAVEL

(This form is subject to the Privacy Act of 1974, use Blanket PAS - AF Form 11)

I — REQUEST FOR TRAVEL

1. DATE OF REQUEST: 15 JUL 97

The following dependent is authorized travel to location indicated:

DEPENDENT DATA

2. DEPENDENT *(Last name, First, Middle initial and Passport No.)*: HOWELL, SUE ANN Y831126
3. RELATIONSHIP: DAUGHTER
4. DATE OF BIRTH: 8 JUN 78
5. NAME AND LOCATION OF SCHOOL: UNIVERSITY OF MARYLAND, COLLEGE PARK MD
6. PRESENT ADDRESS: PSC BOX 2168, APO NY 09012-5001
7. TRANSPORTATION AUTHORIZED: ☒ SPACE REQUIRED ☐ SPACE AVAILABLE

SPONSOR DATA

8. SPONSOR *(Grade or Rating, Last name, First, Middle initial, and SSN)*: GS-14 HOWELL, HOHN H 123-45-6789
9. DATE ENTERED OVERSEA AREA: 15 JUN 96
10. ORGANIZATION AND STATION ADDRESS OR LOCATION: HQ USAFE/XPX, APO NY 09012-5001
11. ASSIGNED THIS STATION PER *(Assignment Order)*: HQ ACC 10 APR 96
12. RETURN DATE *(If any)*:

13. I certify that the above information is true and this is my dependent. I will file a Travel Voucher within ten days after completion of travel.

A. DATE: 15 JUL 97
B. SPONSOR'S SIGNATURE:

TRAVEL DATA

14. ITINERARY AND PROCEED/ARRIVAL O/A DATES

FROM: RAMSTEIN AB GM 31 AUG 92
TO: COLLEGE PARK MD 31 AUG 92

15. REMARKS *(Accomplish necessary immunizations before traveling, 66 pounds accompanied baggage authorized.)*

225 pounds of unaccompanied baggage authorized. Auth: JTR VOL II, PARA c-7005 and DoD 4514.13R, PARA 3-3b (9).

14. APPROVING/VERIFYING OFFICIAL

A. Information contained above has been verified and is correct.

B. DATE: 18 JUL 97
C. TYPED NAME, GRADE AND TITLE: JAMES, DERRICK, CHIEF, CIVILIAN PERSONNEL
D. SIGNATURE:

II — AUTHORIZATION

17. ACCOUNTING CITATION
DEPARTMENT OF THE AIR FORCE
86CSG (USAFE)
APO NY 09012-5001

XXXXXXX XXX XXXX XXXXXX XX XXXXX X
CIC: X X XXX XXX XXXXX
CERTIFYING OFFICIAL

18. ORDERS AUTHENTICATING OFFICIAL *(Title and Signature)*:
19. DATE ISSUED: 20 JUL 97
20. SPECIAL ORDER NUMBER: TA-4135

INSTRUCTIONS FOR PREPARATION OF STUDENT DEPENDENT TRAVEL ORDERS

Items 1 through 4, 8 through 11, 13, 19, and 20. Self-explanatory.

Item 5. Name and Location of School. Enter the name of the school, college, or university and the geographical location (city and state) of the campus where the student will be attending classes.

Item 6. Present Address. Address where student may be contacted, including telephone number, when the travel order is requested.

Item 7. Transportation Authorized. Check either space required or space available IAW DoD 4515.13-R. For space available transportation, include in item 15: "There is no guarantee of space for travel permitted on a space available basis. Traveler must be prepared to continue or return via commercial means at personal expense."

Item 12. Return Date. Only complete this item if the sponsor has an established date to return from overseas. If not, enter "NA."

Item 14. Itinerary and Proceed/Arrival OA (on or about) Dates. Enter the routing provided by TMO to the CONUS POD (for space available) or the school location (for space required). List in reverse order for return travel.

Item 15. Remarks. Include other pertinent data such as unaccompanied baggage (if any) to be shipped; circuitous routing or special instructions required by a command. Authority: Note references to DoD 4515.13-R and either JFTR or JTR that apply.

Item 16. Approving/Verifying Official. Will be signed by the competent authority in a position to verify the data above.

Item 17. Accounting Citation. Complete as for any Air Force form order but include a fund cite for space required transportation only.

Item 18. Leave Blank

4.2.4. **Travel Under Environmental and Morale Leave Program for Designated Overseas Areas.** These orders permit travel on a space-available basis within an overseas area for DoD civilian employees in a leave status and their authorized dependents; military personnel in an ordinary leave status and their authorized dependents; and other personnel eligible under this program. Orders published for such travel must identify individuals as valid participants in this program according to DoD 4515.13-R, Chapter 10, and cite the paragraph permitting travel by military aircraft. Include:

-- Name and unit address of sponsor and a statement that dependents are accompanying sponsor on authorized leave, and they are valid participants in the environmental and morale leave program according to DoD-R 4515.13.

-- Statement: "Travelers must comply with theater or international restrictions and all directives and requirements pertaining to passports, visas, foreign customs, and immunizations. There is no guarantee of space for travel permitted on a space available basis. Traveler must be prepared to continue via commercial means at personal expense. Baggage allowance is 66 pounds. Authority: DoD-R 4515.13, chapter 10."

4.2.4.1. **Example:** MAJ JAMES R STANLEY, 000-00-0000, HQ 51 ABW (PACAF), APO San Francisco 97570-5000, presently on ordinary leave; and his accompanying

authorized dependents, all of whom are valid participants in the Environmental and Morale Leave Program for designated overseas basis per DoD-R 4515.13, Chapter 10, are permitted to travel on or about 10 Jun 97 by military aircraft on a space available basis from Osan AB Korea to Japan for approximately 30 days and return. Comply with theater or international restrictions and all directives and requirements pertaining to passports, visas, foreign customs, and immunizations. There is no guarantee of space for travel permitted on a space-available basis. Traveler must be prepared to continue via commercial means at personal expense. Sixty-six pounds baggage authorized. Authority: DoD-R 4515.13, Chapter 10.

NOTE: For specific locations, space required transportation may be authorized according to JTR, paragraph U7207. For these locations O&M funds will be added and add the words "or space required" after "space available."

4.3. Educational Travel for Dependents of Members and DOD Civilian Em ployees Overseas. Student dependents of military members and DOD civilians stationed overseas who meet the criteria of DoD 4515.13-R, paragraphs 3-3b(9) or (10), are authorized space required transportation.

4.3.1. **Data to be shown in orders.**

-- Name, Date of Birth, relationship to sponsor, and passport number of student.

-- Name and location of institution.

-- Name, grade, SSN, and organization of assignment of sponsor.

-- Itinerary.

-- Authority: For military dependents use JFTR, chapter 7, part H, and DoD 4515.13-R, paragraph 3-3b(10); and for civilian dependents use JTR, paragraph C-7005, and DoD 4515.13-R, paragraph 3-3b(9).

-- Estimated completion date of travel. (If more than 1 day).

-- Requirement that the sponsor file a travel voucher within 10 days after travel is completed.

-- Other data as indicated in example below.

4.3.1.1. **Example:** MISS SUE ANN STECKMAN, date of birth 19 Oct 78, passport number Y831126, undergraduate student, University of Maryland, College Park MD, dependent daughter of GS-14 JOHN J. STECKMAN, 123-45-6789, HQ USAFE-XPX, APO NY 09012-50001, is permitted travel on or about 31 Aug 97 on a space required basis, from Rhein Main AB Germany to College Park, Maryland. Accomplish necessary immunizations before traveling. Sixty-six pounds baggage authorized. Expenses chargeable to (Accounting Classification and CIC). Authority: JTR, paragraph C-7005, and DoD 4515-13-R, paragraph 3-3(9). Sponsor will file a no pay travel voucher within 10 days after travel completion. (Entitlement Travel).

NOTE: Students using round trip orders must begin and end their travel during the same FY. See **Figure 4.2** (AF Form 1045, Request and Authorization for Student Dependent Travel) for an alternate form order.

4.3.2. **Invitational Travel Orders.** Invitational travel orders are published for travel of exchange officers as prescribed in AFI 16-107, ***International Personnel Exchange Program (PEP);*** relatives attending group interments according to AFI 34-501, ***Mortuary Affairs Program***. Individuals who are not employees of the federal government as described in JTR, paragraph C6000; foreign personnel undergoing U.S. Air Force-sponsored training according to AFR 50-29, ***Joint Security Assistance Training Regulation***, (scheduled to be updated as AFI 16-105); U.S. Government contractors where identification or authorization is needed for their admittance to host government areas or U.S. Government activities; Reserve Officers Training Corps (ROTC) cadets participating in authorized base orientation visits who, because of circumstances beyond their control, are not able to return to their institutions by originally authorized modes of military transportation; and ROTC graduates or cadets for medical examination before they enter flying training. Any orders publishing agency may publish invitational travel orders as described in JTR, paragraph C6000. Organizations below MAJCOM level must first be delegated this authority by their MAJCOM.

4.3.2.1. **Special Arrangements for Canadian exchange officers.** According to agreement with the Canadian Government, Canadian exchange officers may travel on routine travel orders, either composed or DD Form 1610. Per diem will be the same as US Air Force officers. For Travel within CONUS, include:

4.3.2.1.1. Information required by JTR, paragraph C3106.

4.3.2.1.2. For exchange officers (British and Australian), include after name, the country and "exchange officer." Example:

4.3.2.1.3. "RAF Exchange Officer."

4.3.2.1.4. Authorization for excess accompanied baggage, if approved (see paragraph **3.2.1**).

4.3.2.1.5. If per diem is authorized, state "Per diem authorized as prescribed in JFTR, paragraph U4125" or "per diem authorized as prescribed in JFTR, chapter 4, part L, except as follows (specify conditions, locality and rate)." Per diem for exchange officers, except Canadians, is paid by their own government. Include statement in their orders "No per diem authorized."

4.3.2.1.6. The fund approving official signs the request for orders, indicating availability of funds and accuracy of accounting classification codes.

4.3.2.1.7. Security clearance, if required. This is not to be indicated for exchange officers.

4.3.2.2. **Modes of transportation:**

4.3.2.2.1. If travel by common carrier is authorized, and traveler cannot get a government transportation request for transportation, include statement "If transportation is not procured by U.S. Government transportation request, you will be reimbursed for actual transportation expenses incurred for travel by commercial carriers. First class air may only be used if less costly class of service is not available." (See JTR, paragraph C4704-2.)

4.3.2.2.2. When a more costly class of service is authorized, include statement, "Use of first class air transportation authorized by the Secretary of the Air Force is (cite reference and date)." (See JTR, paragraph C2204.)

4.3.2.2.3. If travel by a privately owned automobile is authorized as more advantageous to the government, include "Travel by a privately owned automobile at the current rate is authorized and determined more advantageous tothe government."

4.3.2.2.4. If travel by a privately owned automobile is permitted and this mode of transportation is not more advantageous to the government, include "Travel by privately owned automobile at the current rate is permitted. Transportation costs, per diem, and travel time are limited to travel by (mode(s))." (See JTR, paragraph C4654.)

4.3.2.3. **Information necessary for submission with travel vouchers, as applicable:**

4.3.2.3.1. Statement to be included when travel is performed by common carrier: "Obtain receipts or retain ticket stubs and seat or berth checks for travel by common carrier. These receipts and copies of transportation requests, if used, will be filed with voucher for reimbursement of expense."

4.3.2.3.2. Statement to be included when it has been determined that travel by privately owned automobile is more advantageous to the government: "Voucher for reimbursement will include statement of travel mileage, ferry fares, toll charges, and parking fees." (See JTR, paragraph C4654).

4.3.2.3.3. Statement to be included for reimbursable expenses: "Obtain receipts for other reimbursable expenses if over $75, to submit with your voucher." (See JFTR, Chapter 4.)

4.3.2.4. Attendance of relatives at group interments. Instructions regarding entitlements to mileage allowance for travel by a privately owned automobile and round trip transportation between carrier terminals; and ineligibility for per diem and reimbursement for ferry fares and toll changes are according to AFI 34-501.

4.3.2.5. Category and purpose of travel as shown in examples below:

4.3.2.5.1. **Example:Invitational Travel Orders-CONUS:** MISS DOROTHY JONES, 4500 Rock Creek Church Road, Wash DC 20011-4321, is invited to proceed on or about 7 Jan 97 from Wash DC, to McGuire AFB NJ, Westover AFB MA, and Griffiss AFB NY, for approximately 30 days to assist in establishing service clubs and, upon completion, return to Wash DC. (SITE VISIT) Travel by military aircraft or common carrier (air, rail, or bus) authorized. If transportation is not procured by U.S. Government transportation requests, you will reimbursed for the actual transportation expenses for travel by commercial carriers. First class air may only be used if less costly class of service is not available. Obtain receipts or retain ticket stubs and seat or berth checks for travel by common carrier. Also obtain receipts for other reimbursable expenses over $75. These receipts and copies of transportation requests, if used, will be filed with your claim voucher for reimbursement of expenses. Per diem is authorized as prescribed in JFTR, Chapter 4, part L. Travel is

necessary in the public service (cite Accounting Classification). Authority: DoD-R 4515.13, paragraph 3-3e, and HQ AFMPC/DPCA Ltr, 10 Nov 84.

4.3.2.5.2. Example: Invitational Travel Order-AF Reserve, Not on Active Duty: CAPT OLIVER MYERS, 123-45-6789 (USAFR, not on active duty), 144 Hammond St, Omaha NE 68156-2098, is invited to proceed on or about 10 Jun 97 from Omaha NE, to Peterson AFB CO, for approximately 5 days for the purpose of appearing before a Reserve officer disposition board in connection with separation proceedings, and, upon completion, return to Omaha NE. (MSN) (Other Travel) Travel by common carrier (air, rail, or bus) is authorized. Travel by military aircraft is directed when available. If transportation is not procured by U.S. Government transportation requests, you will be reimbursed for the actual transportation expense for travel on commercial carriers. First class air may only be used if less costly class of service is not available. Obtain receipts or retain ticket stubs and seat or berth checks for travel by common carrier. Also obtain receipts for other reimbursable expenses if over $75. These receipts and copies of transportation requests, if used, will be filed with your claim voucher for reimbursement of expenses. No per diem is authorized. Travel is necessary in the public service. Expenses are chargeable to (cite Accounting Classification). Authority: DoD-R 4515.13, paragraph 3-3a, and HQ AFRES/DPRC ltr, 30 Dec 92, Reserve Officer Screening Board.

4.3.3. **Travel to and Within an Overseas Area.** Orders will not refer to logistical support, except when authorized by directive or specific logistical support is desired by the traveler and approved by the overseas commander.

4.3.3.1. Include the following statement: "Area clearance has been obtained according to the DoD Foreign Clearance Guide. Immunizations per the DoD Foreign Clearance Guide will be accomplished before departure, and may be obtained at the nearest armed services hospital or dispensary. Make application immediately to the clerk of the nearest State or Federal Court for passport, if applicable."

4.3.3.2. If travel is by AMC aircraft, include an air movement designator for travel to the overseas area, together with a statement that the air movement designator for return travel will be obtained from the overseas local priority-issuing activity. Also include the CIC and accounting classification with proper certification of fund availability.

4.3.3.3. **Example:** FLIGHT LIEUTENANT CHARLES E DULANEY, 27931, RAF Exchange Officer, HQ AFMC, Wright-Patterson AFB, OH, is invited to proceed on or about 13 May 97 from Wright-Patterson AFB OH to McGuire AFB NJ, reporting to AMC Passenger Service Counter NLT 0730, 14 May 97, for transportation to RAF Mildenhall England on flight X-235, departing McGuire AFB at 0900, under air movement designator, WRI-MHZ-2PT-AF5, on TDY for approximately 25 days to review RAF-USAF Exchange Officer Program, (ADM) (SITE VISIT) and on completion return to Wright-Patterson AFB, OH. Return air movement designator will be obtained from the local priority-issuing activity. Travel by military aircraft, commercial rail, and bus is authorized. Travel by commercial aircraft is authorized within continental U.S. and within overseas area only if scheduled military aircraft is not available. If transportation is not procured by US Government transportation request you will be reimbursed for the actual transportation expenses incurred for travel by commercial

carriers. First class air may only be used if less costly class of service is not available. You will obtain receipts or retain ticket stubs and seat or berth checks for travel by common carrier. You will file these receipts and copies of transportation requests if used with your voucher for reimbursement of expenses. No per diem authorized (cite accounting classification and CIC). Travel is necessary in the public service. Authority: AFI 16-107; DoD 4515.13-R, paragraph 3-3h; and HQ AFMPC/MPCA ltr, 1 Nov 92.

4.3.4. **Travel of Non Government Employees as Witnesses in Court-Martial Cases.** Persons who are not government employees may be issued invitational travel orders to attend as witnesses:

4.3.4.1. Before a pretrial investigation under Article 32, UCMJ, see JTR, paragraph C6000, item 12; allowances are controlled by JTR, paragraph C6002.

4.3.4.2. At a trial or for deposition, see JTR, paragraph C6002, subparagraph 4. In this case, fees, mileage, and per diem are controlled by 28 U.S.C. 1821. State in the orders, "Transportation may be provided in kind or by GTR, when appropriate, but mileage will not be paid for the portion of transportation provided in kind by GTR."

4.4. Subpoena Travel Orders. These orders are prepared by the JA on DD Form 453-1, **Court-Martial Witness Travel Order**, as a travel order, according to the ***Manual for Courts Martial*** (MCM) 1984. Ensure traveler name is on the form and it is not dated until authenticated. Only use these orders for civilians who are not employees of the federal government.

4.5. Emergency Leave Orders. Use AF Form 972 when authorizing emergency leave for military members on a space-required basis from overseas (foreign countries, Hawaii, Alaska, or US possessions) to CONUS, from CONUS to overseas, and between overseas areas. AF Form 972 is not required for emergency leave entirely within CONUS. Travel time between CONUS and overseas is not chargeable to leave. (See **Figure 4.3**)

4.5.1. **Special Instructions**

4.5.1.1. Civilian employees are entitled to space-available travel only when stationed overseas (DoD 4515.13-R).

4.5.1.2. For military dependents use AF Form 972 (**Figure 4.3**) when they accompany their sponsor and AF Form 937 (**Figure 4.1**) when they travel without their sponsor.

Figure 4.3. Sample AF Form 972, Emergency Leave Order.

REQUEST AND AUTHORIZATION FOR EMERGENCY LEAVE TRAVEL
(This form is subject to the Privacy Act of 1974 - Use Blanket PAS AF Form 11)

1. DATE OF REQUEST

I REQUEST FOR OFFICIAL TRAVEL AND LEAVE

2. NAME *(Last, First, and MI)*: FLETCHER, ROBERT F.
3. SOCIAL SECURITY NO.: 123-45-6789
4. PAY GRADE: CMSGT
5. ORGN, STATION, AND PHONE NO.: 24 SUP SQ HOWARD AFB PN X4579
6. LEAVE IN CARE OF *(Street, city, state, zip code and phone no.)*: 1710 AVONDALE AVE RICHMOND VA 23229-4012 703-563-4877
7. OCCUPATIONAL SPECIALTY: 70299
8. DEROS: JUL 96
9. ETS/DOS: APR 99
10. NO. DAYS LEAVE: A. REQUESTED: 30; B. ACCRUED: 58; C. ADVANCED:; D. EXCESS:
11. DATES: A. FROM: 21 APR 97; B. TO: 20 MAY 97

II TRANSPORTATION AND TRAVEL

12. YOU ARE AUTHORIZED TO PROCEED ON OFFICIAL TRAVEL IN CONNECTION WITH EMERGENCY LEAVE AND UPON COMPLETION OF YOUR LEAVE AND TRAVEL WILL RETURN TO HOME STATION *(or location designated by additional military orders)* YOU ARE DIRECTED TO REPORT TO APOE FOR ONWARD MOVEMENT TO THE AERIAL PORT OR INTERNATIONAL AIRPORT DESIGNATED IN YOUR MTA. DD FORM 1482 *(port call)*. ALL ADDITIONAL TRAVEL IS CHARGEABLE TO LEAVE.

AMD: HOW-CHS-2EL-FZ-01. Report to the AMC Passenger Service Counter at Howard AFB NLT 1½ hours before scheduled flight departure to Charleston AFB SC on 1fight AQA 0480 departing at 1800, 21 Apr 93.

13. INSTRUCTIONS FOR SCHEDULING RETURN TRANSPORTATION:

Upon arrival in CONUS and before departing on leave, contact the AMC Passenger Reservation Center located in the aerial port to obtain a return flight reservation. Dependents listed below are authorized to return separately from member.

14. SIGNATURE OF REQUESTER:
15. APPROVING OFFICIAL *(Title and Signature)*: MAJOR, USAF, COMMANDER

III EFFECTIVE DATES OF TRANSPORTATION

16. DEPARTED UNIT:
17. ARRIVED APOD:
18. ARRIVED APOE *(Return trip)*:
19. ARRIVED HOME UNIT:

IV DEPENDENT TRAVEL AUTHORIZATION ☐ NONE

20. ☐ *(Space available or space required cash reimbursable)*.
☒ *(Space required)* TRANSPORTATION AUTHORIZED FOR DEPENDENTS LISTED IN REMARKS. ENTER NAME, RELATIONSHIP AND PASSPORT NO.

21. REMARKS *(File a no pay travel voucher along with a copy of your MTA or boarding pass within 5 workdays after your return. Submit request for leave extension to your commander thru the American Red Cross. Contact nearest AFB if you need to apply for reassignment or discharge.)*

ALICE G. FLETCHER - WIFE Y287541
JAMES F. FLETCHER - SON Y287546 DOB 10 FEB 79

If a leave extension is approved you may reschedule return transportation by calling the Scott AFB Passenger Reservation Center (PRC). Call toll free 1-800-851-3144. In Illinois call collect (618)-256-4901.

Be sure to fill in applicable times and dates in items 16 through 19 above.

DISTRIBUTION: J

V AUTHORIZATION

22. DESIGNATION AND LOCATION OF HEADQUARTERS
DEPARTMENT OF THE AIR FORCE
24 COMPW (ACC)
APO MIAMI 34001-5000

23. ACCOUNTING CITATION
XXXXXX XXX XXXX XXXXXX XX XXXXX XXX
XXXXX XXXXXX
CIC: X X XXX XXXX XXXXXX
TON:
CERTIFYING OFFICIAL

24. DATE ISSUED: 21 APR 97
25. ORDER AUTHORIZING OFFICIAL *(Title and signature)* OR AUTHENTICATION
26. TRAVEL ORDER NUMBER: TC-0125

AF FORM APR 63 972 PREVIOUS EDITIONS ARE OBSOLETE. *U.S. GPO 198

INSTRUCTIONS FOR COMPLETION OF AF FORM 972

Items 1 through 6, 14 through 19, 22, and 24 through 26: self-explanatory.

Item 7-Enter Control and Duty Air Force Specialty Codes at time orders are published.

Items 8 through 10-Enter amount of accrued leave, return (DEROS), and Date of Separation (DOS). Leave balances must be verified from member's leave and earnings statement.

Items 10c and 10d-These blocks must be completed when applicable.

Item 11-Enter dates of leave authorized based on departure from aerial port of debarkation (APOD) and return to aerial port of embarkation (APOE).

Item 12-When travel is by military controlled aircraft, include air movement designator and statement: "Report to APOE NLT 1 1/2 hours before the scheduled flight departure. " If member has to travel through the CONUS because of an emergency condition in a foreign country, include statement: "The CONUS APOD will endorse the order indicating flight reservation data for travel to overseas APOD."

Item 13-(Remarks). Copy statement shown in the Figure for travel to CONUS. Also add the following if the member is stationed in or going to Spain: "La persona a quien esta orden pertenzca esta autorizada por las autoridades militares competentes de los Estados Uniodo de America paragraph entrar o salir de Espana en mission oficial vestido de civil o militar." This statement will not be translated into English. Use the other side of the form if necessary. If travel may be by civilian aircraft, add: "Contact the transportation office at the nearest military installation to arrange return flight reservations." When dependents are listed on the order, add: "Dependents listed below authorized to return separately from military member."

Item 20-Check only one of the blocks and line out the other. For members stationed in CONUS who choose to pay for space required transportation for their dependents, add in item 21: "Sponsor agrees to reimburse the Air Force for travel of family members IAW DoD 4515.13-R, paragraph 3-3b(3)."

Item 21-For leave in CONUS, copy statement shown in the Figure. Use other side of the form or separate page on plain bond if necessary. For dependent children, include date of birth. Also add distribution in lower right hand corner. Members domicile, as the JFTR and AFI 36-3003 defines it, (is)(is not) outside the CONUS, required for all emergency leave travel from CONUS to overseas. Cross out the response that does not apply. If member’s domicile is in CONUS, member and dependents may be eligible for space-available or reimbursable space-required travel.

Item 23-Include accounting citation and CIC for travel authorized under JFTR, paragraph U7205.

4.6. Forms Prescribed:

4.6.1. AF 937, Request and Authorization for Emergency Leave Travel

4.6.2. AF 1045, Request and Authorization for Student Dependent Travel

4.6.3. AF 1631, NATO Travel Order

4.6.4. DD 1610, Request and Authorization for TDY Travel of DoD Personnel

MICHAEL MONTELONGO,

Assistant Secretary of the Air Force for Financial Management and Comptroller

(919SOW)

ANTHONY J. COMTOIS, Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS AND ACRONMYMS

References

10 U.S.C. 8013 Joint Travel Regulation (JTR) and Joint Federal Travel Regulation (JFTR)

(Added-919SOW) AFMAN 33-363, *Management of Records*, 1 March 2008

DoD 4515.13-R, Air Transportation Eligibility

DoD 5500.7-R, Joint Ethics Regulation

DoD 7000.14-R, DoD Financial Management Regulation (FMR) Volume 9, Travel Policy and Procedures

AFI 10-215, Personnel Support for Contingency Operations (PERSCO)

AFI 16-107, International Personnel Exchange Program (PEP)

AFI 24-101, Passenger Movement

AFI 31-401, Managing the Information Security Program

(Added-919SOW) AFI 33-322, *Records Management Program*, 4 Jun 2012

AFI 34-602, Government Quarters and Dining Facilities

AFI 36-2209, Survival and Code of Conduct Training

AFCAT 36-2223, USAF Formal Schools

AFI 36-2306, The Education Services Program

AFI 36-2110, Assignments

AFI 36-3003, Military Leave Program,

AFI 37-128, Information Management

AFI 37-138, Records Disposition--Procedures and Responsibilities

(Added-919SOW) AFI 65-103, *Temporary Duty Orders*, 5 August 2005

AFPD 65-1, Management of Financial Resources

AFI 65-601, Vol 1, Budget Guidance and Procedures

AFI 34-501, Mortuary Affairs Program

AFR 50-29, Joint Security Assistance Training Regulation

Manual for Courts Martial (MCM) 1984

DoD Foreign Clearance Guide

(Added-919SOW) ***Adopted Forms***

(Added-919SOW) AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

Abbreviations and Acronyms

(Added-919SOW) e-Publishing—the e-Publishing website (www.e-publishing.af.mil, will convert to www.af.mil/e-publishing on AF Link)

(Added-919SOW) AC—Aircraft Commanders

(Added-919SOW) AF IMT—Air Force Information Management Tool

(Added-919SOW) AFDPO—Air Force Departmental Publishing Office

(Added-919SOW) AFMAN—Air Force Manual

AFOSI—Air Force Office of Special Investigations

AFI—Air Force Instruction

(919SOW) AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

(Added-919SOW) AFPD—Air Force Policy Directive

(Added-919SOW) AFPM—Air Force Policy Memorandum

AFPRO—Air Force Plant Representatives Office

(Added-919SOW) AFRC—Air Force Reserve Command

AFRES—Air Force Reserve

ANG—Air National Guard

AO—Approving Official

APOD—Aerial Port of Debarkation

APOE—Aerial Port of Embarkation

(Added-919SOW) AROWS-R—Air Force Reserve Order Writing System

ATM—Automated Teller Machine

ASCAS—Automated Security Approval Systems

ASMRO—Armed Services Medical Regulating Officer

BTO—Blanket Travel Order

(Added-919SOW) CC—Commander

CEM—Contingency, Exercise, Mobility

CIC—Customer Identification Code

CONUS—Continental United States

CTO—Commercial Travel Office

(Added-919SOW) DD—Department Of Defense

DEROS—Date Eligible for Return From Overseas

DFAS—Defense Finance and Accounting Service

DoD—Department of Defense

DOS—Date of Separation

DRU—Direct Reporting Unit

DV—Distinguished Visitor

FAX—Facsimile

FCA—Fund Cite Authorization

FM—Financial Management

(919SOW) FM——Financial Management

(Added-919SOW) FMFR—Financial Orders Office

FMS—Foreign Military Sales

FMR—Financial Management Regulation

FOA—Field Operating Agency

FSO—Financial Services Office (or Officer)

(919SOW) FSO—Financial Service Officer

FY—Fiscal Year

GS—General Schedule

GTR—Government Transportation Request

(Added-919SOW) HAF—Headquarters Air Force

HQ—Headquarters

(919SOW) HQ—headquarters

IAW—In Accordance With

(919SOW) IAW—in accordance with

JFTR—Joint Federal Travel Regulation

JTR—Joint Travel Regulation

M&IE—Meals and Incidental Expenses

(Added-919SOW) MAJCOM—Major Command

MPF—Military Personnel Flight

MTA—Military Transportation Authorization

MSN—Mission

NET—No Earlier Than

NLT—No Later Than

(919SOW) NLT—not later than

OA—On or About

OCONUS—Outside the Continental United States

OPR—Office of Primary Responsibility

(919SOW) OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

POC—Privately owned conveyance

PDS—Permanent Duty Station

PEP—Personnel Exchange Program

PERSCO—Personnel Support for Contingency Operations

PPD—Proportional Per Diem

(Added-919SOW) RA—Resource Advisors

RC/CC—Responsibility Center/Cost Center

(Added-919SOW) RDS—Air Force Records Disposition Schedule

RNLTD—Report Not Later Than Date

(Added-919SOW) RPA—Reserve Personnel Appropriation

SATO—Scheduled Airline Traffic Offices

SES—Senior Executive Service

SO—Special Order

(Added-919SOW) SOW—Special Operations Wing

SSN—Social Security Number

(Added-919SOW) TAD—Temporary Active Duty

TDY—Temporary Duty

(919SOW) TDY—Temporary Duty Away from Home Station

TLN—Training Line Number

TMO—Transportation Management Office (or Officer)

TRQI—Training Requester Quota ID

UCMJ—Uniform Code of Military Justice

Attachment 2

PROPORTIONAL PER DIEM (PPD) BACKGROUND AND GUIDANCE

1. On 1 Oct 96, a change to the Joint Federal Travel Regulation (JFTR) and Joint Travel Regulation (JTR) introduced the PPD rate as an additional means of determining meal reimbursement for TDY travelers. It occurred in conjunction with a scheduled reduction in surcharge rate assessed in military dining facilities and a determination that most dining facilities are open to all TDY travelers, officers and civilians included, as listed in AFI 34-602. PPD was created:

a. To coincide with a surcharge reduction in military dining facilities, reducing the cost from $18.15 to $7.00 per day.

b. To bring parity between officer and enlisted per diem.

c. Remove cumbersome meal counting for determining per diem.

2. Previously, TDY travelers were either reimbursed for meals at the government meal rate, at the locality rate; or at a meal-by-meal rate. Meal-by-meal rate was replaced by PPD which is a "middle rate" of per diem designed to adequately reimburse members who eat one or two meals in a government dining facility. It is computed by adding the locality (meal) rate to government (meal) rate and dividing by two. Note: Travel days are still computed using 75% of the locality rate no matter dining hall availability or meal direction.

3. The AO decides which per diem is applicable. The AO marries meal availability in AFI 34-602 with mission requirements to determine which rate applies: locality, PPD, or government rate. Rank or position is not a determination of per diem since the new procedures apply to both officers and enlisted personnel.

4. The AO must select one of three options listed on all travel orders:

a. All government meals are available and directed.

b. Partial government meals are available and directed.

c. Government meals are not available or directed.

5. If the traveler finds out meal availability has changed or the mission didn't allow consuming meals in the dining hall as directed by the AO, the AO may make changes to the orders after the fact to reimburse the traveler at a higher rate. The AO makes changes, if warranted, based upon a reasonable request by the traveler. See **Figure 2.1** for guidance on making changes to orders after the fact. Some (but not all) factors that may necessitate a change:

a. Billeting availability changes and the traveler must be billeted off base. In this instance, the FSO automatically pays the locality rate and no annotation is required by the AO or traveler. Nonavailability information is required.

b. Dining hall hours/availability were different than originally understood.

c. Mission required abnormal work hours.

d. Eating at the dining hall was too difficult given distance and transportation considerations.

6. If the AO fails to make the mandatory meal determination on the travel orders, the FSO may send the orders back for correction if that task may be completed before travel occurs. If the AO fails to make a meal determination and the orders aren't corrected before travel occurs, the locality rate applies unless a meal was provided with a conference and that fact was not known before travel. The FSO will confer with the AO if meal direction does not appear in blanket travel orders.

7. If a military member is lodged off-base, the AO may not direct use of the government mess and the member receives the full locality rate. However, the military member may consume meals in the dining hall without a reduction in per diem even if allowed the locality rate. No stigma is attached to the military member for eating in dining halls although not directed to do so.

8. Civilians may not be required to eat in a military dining facility but may eat in dining facilities if they wish. Their per diem is reduced to the PPD rate or the government rate if they consume meals in a government mess and they must claim the meals on their travel voucher.

9. Both civilians and military are subject to lower per diem, as applicable, if meals are provided in conjunction with a conference, exercise, or deployment. If all three meals are provided, the incidental rate applies.

10. Military are paid PPD for travel less than 10 hours and meal(s) are claimed (excluding the $2 CONUS, or $3.50 OCONUS incidental expenses). The "occasional meal" has been replaced by PPD. 75% of the locality rate is paid for TDYs over 10 hours. Civilians are not paid for meals when the TDY is less than 12 hours.

11. If not contacted before the TDY, government mess is considered available at other services' installations.

12. For blanket orders, the AO directs government meals and then adjusts, as necessary after the TDY as in other travel. This policy is IAW per diem committee guidance to only increase entitlements after the fact, never decrease.

13. PPD rules apply to Contingency/Exercise/Mobility (CEM) and flight orders. The OpPlan for the particular exercise states what reporting instructions will be used as far as availability of quarters and mess.

14. Open mess availability does not directly effect PPD computation except in some OCONUS locations where the locality rate is reduced. Refer to Appendix B, Footnote 2, JFTR.

15. Box lunches are considered a meal in a government mess. (The issue usually only arises when the all meals available rate is directed or under field conditions). However, according to U4125, "box lunches, in-flight meals and rations furnished by the government on a military aircraft are not considered to be a government mess for per diem computation purposes." If the box lunch is consumed in the air, it doesn't count for per diem purposes. If the box lunch is consumed on the ground, it counts for per diem purposes.

Attachment 3

TEXT OF IC 2001-1

IC 2001-1 to AFI 65-103 (Temporary Duty Order)

1 FEBRUARY 2001

SUMMARY OF REVISIONS

This revision: Modifies the DD Form 1610, Jan 01, Request and Authorization for TDY Travel of DoD Personnel (**Figure 2.1**, **Figure 2.3**, **Figure 2.4**, **Figure 2.5** and para. **1.2.14.2**).

1.2.14.2. A DD Form 1610 may be used for a confirmatory order. If it is put the work "CONFIRMATORY" in block 8 and the required statement in block 16.

Instruction for Preparation of DD Form 1610.

Items 1, 6, 7, 21, and 22. Self-explanatory.

Item 2-Included Name (uppercase letters) last, first, middle initials.

a. If an order is for several people, include data for no more than 2 in items 2, 3, 4, and 6; then put in item 2 "See item 16" and type remaining names and data in item 16, space permitting.

b. If space in item 16 does not permit, include "See reserve" in item 2 and type all names and other information on plain bond paper so it can be reproduced on the order back.

c. Do not put the names in all three places. Type the information immediately under each "Item Heading" either on the front or on plain bond.

Item 3-Social Security Number (SSN).

Item4-Position Title and Grade or Rating.

Item 5-Official Station.

Item 6-Organizational Element.

Item 8-Type of Orders.

Item-9-Purpose of TDY:

a. Do not use a general statement, such as "USAF Matter" or "Official Business". Use a clear concise statement which portrays the travel purpose. Also include one of the following categories of travel most closely describing the order purpose:

(1) Site Visit. Visit to a site perform operational or managerial activities. Example include: oversee programs, grant operations, or management acitivities for internal control purposes; carry out an audit, inspection, or repair acitivity; conduct negotiations; provide instructions; and provide technical assistance.

(2) Information Meeting. Attend a meeting to discuss general agency operations, review status reports or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip a site visit.

(3) Training Attendance. To receive training.

(4) Speech or Presentation. To make a speech or presentation, deliver a paper, or otherwise take part in a formal program other than a training course.

(5) Conference Attendance. To attend a conference, convention, seminar, or symposium for purposes of observation or education only with no formal role in the proceedings.

(6) Entitlement Travel. Travel to which the employee, member, or their dependents are entitled as a result of an assignment; for example, official vacation or home level; medical emergency, and educational travel.

Instruction for Preparing a Repeated Travel Order

Follow general guidance in **Figure 2.1** with these exceptions:

Item 8. Enter capital letters "REPEATED".

Instruction for Preparing a Permissive TDY Order

Follow the general guidance in **Figure 2.1** with these exceptions:

Item 8. Enter in capital letters "PERMISSIVE". This term can be used for civilian employees traveling at no expense to the government (see paragraph **2.6.3**)

Figure 2.1. Sample TDY Order.

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL
(Reference: Joint Travel Regulations (JTR), Chapter 3)
(Read Privacy Act Statement on back before completing form.)

1. DATE OF REQUEST *(YYYYMMDD)*: XXXX0605

REQUEST FOR OFFICAL TRAVEL

2. NAME *(Last, First, Middle Initial)*	3. SOCIAL SECURITY NUMBER	4. POSITION TITLE AND GRADE/RATING
SMITH, JOHN J.	123-45-6789	MSGT

5. LOCATION OF PERMANENT DUTY STATION (PDS)	6. ORGANIZATIONAL ELEMENT	7. DUTY PHONE NUMBER *(Include Area Code)*
Charleston AFB, SC	437 FMS/MMX	(555) 555-5555

8. TYPE OF ORDERS	9. TDY PURPOSE *(See JTR, Appendix H)*	10a. APPROX. NO. OF TDY DAYS *(Including travel time)*	b. PROCEED DATE *(YYYYMMDD)*
Routine	Provide augmentation to maintenance personnel working on special mission aircraft (Site Visit)	10	XXXX0609

11. ITINERARY — [ ] VARIATION AUTHORIZED

FROM: Charleston AFB, SC
TO: Dover AFB, DE
RETURN TO: Charleston AFB, SC

12. TRANSPORTATION MODE

a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE
	X									

[ ] AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)

13. [X] a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. [ ] b. OTHER RATE OF PER DIEM (Specify)

14. ESTIMATED COST

a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL
$350.00	$	$	$350.00

15. ADVANCE AUTHORIZED: $

16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)
Accept no promotional items, for example, gifts, bonus tickets, etc. Per 24-101, government procured transport directed, report to CTO/TMO ASAP. Use of government quarters directed. Contact billeting at your destination ASAP to make reservations. Item 5a on reverse applies. Authority: AFI 36-2110 and HQ AF?XO Msg 211630Z May XX, Subj: Special Mission Maintenance Support

17. TRAVEL-REQUESTING OFFICIAL *(Title and signature)*

18. TRAVEL-APPROVING/DIRECTING OFFICIAL *(Title and signature)*
Chief of Maintenance, 437 FMS

AUTHORIZATION

19. ACCOUNTING CITATION
DEPARTMENT OF THE AIR FORCE
437 MAW (AMC)
CHARLESTON AFB, SC 29404-5000 DIST: A

XXXXXXX XXX XXXX XXXXXX XX XXX XXXXXX
CERTIFYING OFFICIAL

20. AUTHORIZING/ORDER-ISSUING OFFICIAL *(Title and signature)*

21. DATE ISSUED *(YYYYMMDD)*: XXXX0605

22. TRAVEL ORDER NUMBER: TB-1234

DD FORM 1610, JAN 01 PREVIOUS EDITION IS OBSOLETE.

Figure 2.3. Sample Blanket Travel Order.

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL
(Reference: Joint Travel Regulations (JTR), Chapter 3)
(Read Privacy Act Statement on back before completing form.)

1. DATE OF REQUEST *(YYYYMMDD)* XXXX0630

REQUEST FOR OFFICAL TRAVEL

2. NAME *(Last, First, Middle Initial*	3. SOCIAL SECURITY NUMBER	4. POSITION TITLE AND GRADE/RATING
SMITH JOHN J.	123-45-6789	Colonel

5. LOCATION OF PERMANENT DUTY STATION (PDS)	6. ORGANIZATIONAL ELEMENT	7. DUTY PHONE NUMBER *(Include Area Code)*
Langley AFB, VA	HQ ACC/FM	(555) 555-5555

8. TYPE OF ORDERS	9. TDY PURPOSE *(See JTR, Appendix H)*	10a. APPROX. NO. OF TDY DAYS *(Including travel time)*	b. PROCEED DATE *(YYYYMMDD)*
Blanket	Provide assistance and oversight of financial management activities within Air Combat Command. (Site Visit)		

11. ITINERARY [ ] VARIATION AUTHORIZED
FROM: Langley AFB, VA
TO: Will proceed at such times as may be necessary to Air Combat Command activities within the continental United States
RETURN TO: Langley AFB, VA

12. TRANSPORTATION MODE

a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE [ ]
[ ] AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)										[ ]

13. [X] a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. [ ] b. OTHER RATE OF PER DIEM (Specify)

14. ESTIMATED COST				15. ADVANCE AUTHORIZED
a. PER DIEM $	b. TRAVEL $	c. OTHER $	d. TOTAL $	$

16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)
Accept no promotional items, for example, gifts, bonus tickets, etc. Government procured transportation directed. Report to CTO/TMO to make travel arrangements. Government meals directed. Authority AFI 36-2110.

17. TRAVEL-REQUESTING OFFICIAL *(Title and signature)*	18. TRAVEL-APPROVING/DIRECTING OFFICIAL *(Title and signature)*
	Chief of Staff

AUTHORIZATION

19. ACCOUNTING CITATION
DEPARTMENT OF THE AIR FORCE
HQ AIR COMBAT COMMAND
LANGLEY AFB, VA 23665-5583 DIST: G

XXXXXXX XXX XXXX XXXXXX XX XXX XXXXXX
CERTIFYING OFFICIAL

20. AUTHORIZING/ORDER-ISSUING OFFICIAL *(Title and signature)*	21. DATE ISSUED *(YYYYMMDD)* XXXX0630
	22. TRAVEL ORDER NUMBER TA-850

DD FORM 1610, JAN 01 PREVIOUS EDITION IS OBSOLETE.

Figure 2.4. Sample Repeated Travel Order.

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL
(Reference: Joint Travel Regulations (JTR), Chapter 3)
(Read Privacy Act Statement on back before completing form.)

1. DATE OF REQUEST *(YYYYMMDD)* XXXX0630

REQUEST FOR OFFICAL TRAVEL

2. NAME *(Last, First, Middle Initial*	3. SOCIAL SECURITY NUMBER	4. POSITION TITLE AND GRADE/RATING
SMITH JOHN J.	123-45-6789	SSgt

5. LOCATION OF PERMANENT DUTY STATION (PDS)	6. ORGANIZATIONAL ELEMENT	7. DUTY PHONE NUMBER *(Include Area Code)*
Osan AB, Korea	51 CS/SCB	(555) 555-5555

8. TYPE OF ORDERS	9. TDY PURPOSE *(See JTR, Appendix H)*	10a. APPROX. NO. OF TDY DAYS *(Including travel time)*	b. PROCEED DATE *(YYYYMMDD)*
Repeated	To perform computer maintenance (Site Visit)		

11. ITINERARY [ ] VARIATION AUTHORIZED
FROM: Osan AB, Korea
TO: Kunsan AB, Korea
RETURN TO: Osan AB, Korea

12. TRANSPORTATION MODE

a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE
					X					

[ ] AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)

13. [X] a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. [ ] b. OTHER RATE OF PER DIEM (Specify)

14. ESTIMATED COST

a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL
$300.00	$	$	$300.00

15. ADVANCE AUTHORIZED $

16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)
Traveler is authorized to perform 3 round trips per month. Use of government quarters is directed. Item 5a on the reserve applies.

17. TRAVEL-REQUESTING OFFICIAL *(Title and signature)*

18. TRAVEL-APPROVING/DIRECTING OFFICIAL *(Title and signature)*
Chief of Computer Maintenance

AUTHORIZATION

19. ACCOUNTING CITATION
DEPARTMENT OF THE AIR FORCE
51 Communication Squadron (PACAF)
APO AP 96570-5000 DIST: A

XXXXXXX XXX XXXX XXXXXX XX XXX XXXXXX
CERTIFYING OFFICIAL

20. AUTHORIZING/ORDER-ISSUING OFFICIAL *(Title and signature)*

21. DATE ISSUED *(YYYYMMDD)* XXXX0630

22. TRAVEL ORDER NUMBER TA-1234

DD FORM 1610, JAN 01 PREVIOUS EDITION IS OBSOLETE.

Figure 2.5. Sample Permissive Travel Order.

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL
(Reference: Joint Travel Regulations (JTR), Chapter 3)
(Read Privacy Act Statement on back before completing form.)

1. DATE OF REQUEST *(YYYYMMDD)* XXXX0615

REQUEST FOR OFFICAL TRAVEL

2. NAME *(Last, First, Middle Initial*	3. SOCIAL SECURITY NUMBER	4. POSITION TITLE AND GRADE/RATING
SMITH JOHN J.	123-45-6789	TSgt

5. LOCATION OF PERMANENT DUTY STATION (PDS)	6. ORGANIZATIONAL ELEMENT	7. DUTY PHONE NUMBER *(Include Area Code)*
Langley AFB, VA	1 Supp/CCF	(555) 555-5555

8. TYPE OF ORDERS	9. TDY PURPOSE *(See JTR, Appendix H)*	10a. APPROX. NO. OF TDY DAYS *(Including travel time)*	b. PROCEED DATE *(YYYYMMDD)*
Permissive	To participate in USAF small games tournament world-wide competition	10	XXXX0620

11. ITINERARY ☐ VARIATION AUTHORIZED
FROM: Langley AFB,VA
TO: Offutt AFB, NE
RETURN TO: Langley AFB, VA

12. TRANSPORTATION MODE

a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE
										☐

☐ AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)

13. ☐ a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. ☐ b. OTHER RATE OF PER DIEM (Specify)

14. ESTIMATED COST

a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL
$	$	$	$

15. ADVANCE AUTHORIZED $

16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)
Submit a no-pay travel voucher within 5 workdays after completion of travel. Travel permitted by this order does not entitle traveler to expenses of travel or per diem. Individual is on authorized absence from duty traveling at personal expense and eligible for military furlough fare discounts. Absence excess to number of days authorized is chargeable as leave. Authority: AFI 36-3003.

17. TRAVEL-REQUESTING OFFICIAL *(Title and signature)*

18. TRAVEL-APPROVING/DIRECTING OFFICIAL *(Title and signature)*
Commander, 1st Supply Squadron

AUTHORIZATION

19. ACCOUNTING CITATION
DEPARTMENT OF THE AIR FORCE
1 Supply Squadron (ACC)
Langley AFB, VA 23665-5000 DIST: A

NO FUND INVOLVED
CERTIFYING OFFICIAL

20. AUTHORIZING/ORDER-ISSUING OFFICIAL *(Title and signature)*

21. DATE ISSUED *(YYYYMMDD)* XXXX0615

22. TRAVEL ORDER NUMBER TA-1258

DD FORM 1610, JAN 01 PREVIOUS EDITION IS OBSOLETE.

Attachment 4

TEXT OF IC 2001-2

IC 2001-2 to AFI 65-103, Temporary Duty Orders

23 FEBRUARY 2001

SUMMARY OF REVISIONS

This change is to incorporate IC 2001-2, which provides new guidance on Personnel Tempo (PersTempo) Codes on Temporary Duty Orders (paragraph **2.1.7** and **Table 2.1**).

2.1. Qualifications and Responsibilities of the Orders Approving Official (AO)

2.1.7 Travel Order Personnel Tempo (PersTempo) Codes. Include, in the "Remarks" block of the order, the appropriate "Travel Order PersTempo Code" and corresponding definition title listed in **Table 2.1** This code is used in the voucher settlement process to flow information back to the personnel system. Additional information on the Duty Status Codes that fall under each "Travel Order PersTempo Code" can be found in AFI 36-2134. A travel voucher supported by an order that does not have a "Travel Order PersTempo Code" will be processed as an "Q" Travel Order PersTempo Code during settlement. This travel will not accumulate for the payment of high-deployment (Burdensome Tempo) pay.

Table 2.1. PersTempo Codes.

Travel Orders Pers Tempo Code	Travel Order Code Definition	DSC	Cross reference to Duty Status Code (DSC)DSC Description (see AFI 36-2134 for more detail)
A	OPERATION (PID)	20	TDY-Contingency, Rotational, Exercise
B	EXERCISE (PID)	20	TDY-Contingency, Rotational, Exercise
		21	TDY-Palace Trip manning assistance contingency or exercise
C	UNIT TRAINING	66	TDY-ARC operational training
D	MISSION SUPPORT	24	TDY-other CONUS to CONUS
		25	TDY-other CONUS to Overseas
		26	TDY-other out of county – Overseas personnel only
		27	TDY-other in county – Overseas personnel only
		29	TDY-Overseas to CONUS
		61	TDY-ARC conversion
		63	TDY-ARC counterdrug, interdiction CONUS
		64	TDY-ARC management support/ADSW

Travel Orders Pers Tempo Code	Travel Order Code Definition	DSC	Cross reference to Duty Status Code (DSC)DSC Description (see AFI 36-2134 for more detail)
		65	TDY-ARC SVC MSN/MSN support
		67	TDY-ARC natural disaster, emergency
E	OPERATIONS (PID) within 100 miles – NO PAY*	70	TDY-ARC Contingency, Rotational, Exercise
F	EXERCISE (PID) within 100 miles – NO PAY*	70	TDY-ARC Contingency, Rotational, Exercise
		71	TDY-ARC Palace Trip manning assistance contingency or exercise
G	UNIT TRAINING within 100 miles – NO PAY*	72	TDY-ARC operational training
H	MISSION SUPPORT within 100 miles – NO PAY*	73	TDY-other CONUS to CONUS
		74	TDY-other CONUS to Overseas
		75	TDY-other out of county – Overseas personnel only
		76	TDY-other in county – Overseas personnel only
		77	TDY-Overseas to CONUS
		78	TDY-ARC conversion
		79	TDY-ARC counterdrug, interdiction CONUS
		80	TDY-ARC management support/ADSW
		81	TDY-ARC SVC MSN/MSN support
		82	TDY-ARC natural disaster, emergency
I	INDIVIDUAL TRAINING – NO PAY*	22	TDY-School (less than 20 weeks)
J	HOME STATION TRAINING – NO PAY*	19	TDY-ARC home station training active duty
		62	AFRES home station active duty in support of contingency
K	NOT USED		

Travel Orders Pers Tempo Code	Travel Order Code Definition	DSC	Cross reference to Duty Status Code (DSC)DSC Description (see AFI 36-2134 for more detail)
L	HOSPITALIZ A- TION – NO PAY*	8 13	Hospital, not assigned, sick in quarters Hospitalized, assigned to patient squadron or hospital
M	DISCIPLINE – NO PAY*	4 5 16 17 53 56 59	Civilian confinement (under arrest, pending trial, awaiting sentence) Civilian confinement (sentenced prisoner 30 days or more) Military confinement (under arrest, pending trial, awaiting sentence) Military confinement (sentenced prisoner 30 days or more) Parole Civilian confinement (sentenced prisoner, less than 30 days) Military confinement (sentenced prisoner, less than 30 days)
N	INDIVIDUAL TRAININGW/ TRAVEL – NO PAY*	84	ARC Individual Training, with travel
O	MUSTER DUTY – NO PAY*	NA	NA
P	FUNERAL HONORS DUTY – NO PAY*	85	ARC Funeral Honors Duty
Q	RESERVED FOR VOUCHER SETTLEMEN T USED WHEN A “TRAVEL ORDER PERTEMPO CODE IN THE REMARKS BLOCK.” –NO PAY*	NA	NA

Travel Orders Pers Tempo Code	Travel Order Code Definition	DSC	Cross reference to Duty Status Code (DSC)DSC Description (see AFI 36-2134 for more detail)
	* This type of travel does not accumulate for the payment of high-deployment (Burdensome Tempo)		

Attachment 5

IC 2005-1 TO AFI 65-103, TEMPORARY DUTY ORDERS

5 AUGUST 2005

SUMMARY OF REVISIONS

This revision incorporates Interim Change (IC) 2005-1 and adds the requirement that each travel authorization contain a statement indicating whether the traveler is authorized to purchase transportation tickets using a centrally billed account (CBA) or an individually billed account (IBA). A bar (|) indicates a revision from the previous edition. The entire text of the IC is at the last attachment.

2.1.4.5. Ensure each travel authorization contains a statement indicating whether the traveler is authorized to purchase transportation tickets using a centrally billed account (CBA) or an individually billed account (IBA).