BY ORDER OF THE COMMANDER 934TH AIRLIFT WING

934th AIRLIFT WING INSTRUCTION 24-101

26 AUGUST 2013

Transportation

PASSENGER MOVEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 24-1, *Personnel Movement* and AFI 24-101, *Passenger Movement*. It establishes procedures for official movement of passengers for the 934th Airlift Wing (AW). This instruction directs the maintenance of records subject to the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force; powers and duties; delegation by, and E.O. 9397. System of records notice FO 76 Air Mobility Command (AMC), *Passenger Reservation and Management System*, applies. Ensure that all records created as a result of process prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/gcssaf61a/afrims/afrims**/. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from their field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

Complete revision

1. Deployment and Distribution Flight (LGRD) Responsibilities and Procedures as prescribed by *AFI 24-101chapter 1.* *14*

1.1. Maintains overall responsibility for passenger reservations. Ensures electronic ticketing use is promoted.

1.2. Ensures travel arrangements and ticketing are provided to meet mission requirements.

1.3. Acts on all installation travel and transportation matters.

1.4. Serves as the functional point of contact for the CTO and the transportation industry. Assists travelers with lost ticket applications.

1.5. Responsible for the Centrally Billed Account (CBA) Reconciliation Process.

1.5.1. LGRD assembles a copy of each travel authorization/order and a copy of each PNR (Passenger Name Record) invoice in the same sequence as appears on the Government Travel Card Vendor (GTCV) hard copy invoice. Ensuring the ticket number, traveler‘s name, airline code and cost on the PNR invoice match the hard copy of the GTCV‘s invoice.

1.5.2. LGRD should reconcile and fully pay each transaction on the specific invoice so charges on the invoice and the SF 1113 (*Public Voucher for Transportation Charges)* or SF 1034 (*Public Voucher for Purchases and Services Other Than Personal)* match completely. The TO must verify the amount being certified for payment and type the certification statement on the SF 1113 or SF 1034, sign and date the form. Certifying Officials will be appointed in writing by the TO and submit DD Form 577 to DFAS (Defense Finance and Accounting Service).

2. Units Responsibilities.

2.1. **CONUS travel:**

2.1.1. Will be requested utilizing the Defense Travel System (DTS). Procurement of travel must be done with the members Government Travel Card (GTC), or billed to the CBA. Travel booked using personal funding is strictly forbidden, as outlined in the JFTR/JTR.

2.1.2. For travel billed to the CBA unit orders clerks will provide a copy of the travel order to the LGRD no later than the 10th of each month for the previous month’s travelers. This is mandatory for the CBA reconciliation and payment process. ***Note:*** *Yellow Ribbon event travel must be coordinated via the Wing Yellow Ribbon Representative. Attendees are not authorized to contact the CTO directly.*

2.2. **OCONUS Travel**:

2.2.1. Travel in lieu of deployment such as travel mode source AC or AK coded, shall be requested through LGRD via the 934th AMC Travel Request Worksheet. Worksheets are maintained within the LGRD flight, and should be submitted at least 72 hours prior to required travel date to ensure seat availability on AMC operated aircraft.

2.2.2. Travelers booked on AMC aircraft must process through the LGRD passenger office, providing two copies of travel orders and receive briefing on AMC terminal check in procedures. Travelers will also be given their AMC travel sheet with flight itinerary and check in instructions at AMC passenger terminal. Travelers are required to arrange travel via DTS to AMC port locations.

3. Leave-in-conjunction with official travel (LICWO).

3.1. LICWO with regards to PCS/TDY official travel does not apply to traditional reserve members. Delay in travel for traditional reserve members will be coordinated prior to travel and must be approved by the LGRD on a case by case basis.

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Commander, 934th Airlift Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 24-101, *Passenger Movement,* 19 October 2012

AFPD 24-1, *Personnel Movement,* 9 August 2012

AFMAN 33-363, *Management of Records,* 1 March 2008

DoD 4500.54-G, *Department of Defense Foreign Clearance Guide,* 31 October 2012

Adopted Forms

SF Form 1034, *Public Voucher for Purchases and Services Other Than Personal*

SF Form 1113, *Public Voucher for Transportation Charges*

DD Form 577, *Appointment/Termination Record – Authorized Signature*

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AMC—Air Mobility Command

AW—Airlift Wing

CBA—Centrally Billed Account

CTO—Commercial Travel Office

DFAS—Defense Finance and Accounting Service

DTS—Defense Travel System

JFTR/JTR—Joint Federal Travel Regulation/Joint Travel Regulation

GTC—Government Travel Card

GTCV—Government Travel Card Vendor

LICWO—Leave-in-conjunction with official travel

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

TO—Transportation Officer

SF—Standard Form

PCS/TDY—Permanent Change of Station/Temporary Duty