

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE POLICY DIRECTIVE 24-1**

**9 AUGUST 2012**



**Transportation**

**PERSONNEL MOVEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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The purpose of this directive is to establish policy for the official movement of Air Force (AF) personnel. It applies to all passenger movement chargeable to Air Force appropriated funds, and to the use of Air Force aircraft. Personnel must travel throughout the world to support Air Force missions. To move personnel efficiently, the Air Force must follow the Department of Defense (DoD) order of precedence for travel and ensure that the most economical means of available commercial and Government transportation is used. The Air Force must determine the traveler's needs, consider the mission and arrange for appropriate transportation and control movement. This Publication applies to all levels of the Air Force to include the Air National Guard and Air Force Reserve units and personnel.

This AF Policy Directive implements the following : Title 5, U.S. Code, (Government Organization and Employees), Title 10, U.S. Code (Armed Forces) and Title 37, U.S. Code (Pay and Allowances of the Uniformed Services); the Office of Management and Budget (OMB), Circular No. A-126 (Revised), *Improving the Management and Use of Government Aircraft*; *Joint Federal Travel Regulations*, Volume 1, (JFTR) and *Joint Travel Regulations*, Volume 2, (JTR); DoD Directive 4500.09E, *Transportation and Traffic Management*; DoD Directive 4500.43, *Operational Support Airlift (OSA)*; DoD Instruction 4500.53, *DoD Commercial Air Transportation Quality and Safety Review Program*; DoD Directive 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*; DoD Instruction 4500.57, *Transportation and Traffic Management*; DoD 4500.9-R, *Defense Transportation Regulation(DTR), Part I, Passenger Movement*; *DoD Support for Travel of Members and Employees of Congress*; DoD Regulation 4515.13-R, *Air Transportation Eligibility*; DoDI 4500.17, *Proceedings Before Transportation Bodies*, through change 2; DoD Directive 5158.04, *United States Transportation Command*; *Use of Appropriated Funds for Official Representation Purposes*; HAF (Headquarters Air Force) Mission Directive 1-38, *Deputy Chief of Staff of the Air Force*

*Logistics Installations and Mission Support*; Management Initiative Decision (MID) 921, *Commercial Travel Management*; and Defense Travel Management Office (DTMO) *Premium Class Travel Reporting Tool Guide, Version 1.1*.

AFPD 24-1 may not be supplemented by any subordinate command or other organization directives (see AFI 33-360). 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 the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*; and AFPD 33-3, *Information Management*, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at: <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>

The Per Diem, Travel, and Transportation Allowance Committee (PDTATAC) completed review of AFPD 24-1 in accordance with DoDD 5154.29, *DoD Pay and Allowances Policy and Procedures*, as PDTATAC Case RR10011. Any conflict between AFPD 24-1 and JFTR, Volume 1 and JTR, Volume 2 is resolved based on the JFTR/JTR and not this directive.

This directive requires collecting and maintaining information protected by the Privacy Act of 1974 (authorized by 10 U.S.C. § 8013). System of records notices F024 AF USTRANSCOM B DoD, DoD Transportation Repository Records, and F024 AF USTRANSCOM D DoD, Defense Transportation System Records, apply. The applicable Privacy Act system notices are available online at: <http://www.defenselink.mil/privacy/notices/usaf>

### ***SUMMARY OF CHANGES***

AFPD 24-1 has been substantially revised and must be completely reviewed. This revision requires all Air Force (AF) users of the Defense Transportation System (DTS) to comply with DTR 4500.9-R, (Part I); updates use of foreign-flag airlines if U.S. flag carriers are not available or there is a threat to air travelers; identifies Air Force required users of government aircraft; identifies the Defense Travel Management Office (DTMO) as the single source for procuring and managing commercial travel office (CTO) services world-wide; establishes requirement for the AF/Deputy Chief of Staff for Logistics, Installations, and Mission Support to review DTMO CTO contracts pertaining to the Air Force; requires the Air Force to use the DTMO premium class travel (PCT) tool to report all approved first class/business class travel, as required, and establishes Air Force PCT approval authorities and reporting requirements in compliance with DoD established requirements; identifies Air Force requirements to comply with DoD policy regarding tracking, turn-in, obtaining refunds, and reporting of unused and partially unused tickets; establishes DTS as the primary tool for official travel arrangements; incorporates the DTR/DoD requirements to collect and submit emergency contact data on all personnel manifested on government aircraft; removes the annual requirement to measure and display compliance with policy metric of use of government fares (rescinds AFPD 24-1, Attachment 1 requirements, dated Sep 95); identifies roles of the Special Air Missions Division, Office of the Assistant Vice Chief of Staff (AF/CVAM); and directs the installation commander (equivalent or the delegated representative(s)) to appoint a military member or civilian employee (not a contractor) as Transportation Officer (TO) (or equivalent) to execute DoD traffic management policy and procedures to obtain transportation services.

**1. Policy.** This AFPD establishes Air Force policy and direction pertaining to movement of employees and members worldwide. All Services and DoD agencies moving AF personnel must comply with the guidance and procedures outlined herein and established in Air Force Instruction 24-101, *Passenger Movement*.

1.1. The Air Force uses its transportation resources and services only for official movement of personnel. It is essential that commanders and supervisors at all levels prevent both the misuse of transportation resources and the perception of misuse of DoD resources.

1.2. The Air Force must use commercial air transportation (contracted through the GSA City Pairs Program (CPP)) for official travel before considering other sources. When Government contracted fares are not available, the least costly unrestricted economy transportation accommodation must be used as the normal class of service for commercial air movement.

1.3. Government contractor personnel are not authorized to use government discount fares (including GSA City Pair fares) when purchasing commercial airline tickets (JFTR/JTR, Appendix E).

1.4. Non-DoD personnel may use air transportation resources only when the DoD mission shall not be impaired and movement of such traffic is of an emergency, lifesaving nature, specifically authorized by statute, in direct support of the DoD mission, or requested by the head of an Agency of the Government in accordance with 31 U.S.C. §§ 1535 and 1536. The requesting Agency must provide a determination that the request is in the best interest of the Government/AF and that commercial transportation is *not* available, or for reasons which must be specified, is not capable of satisfying the movement requirement.

## **2. Roles and Responsibilities.**

**2.1. Deputy Chief of Staff of Logistics, Installations and Mission Support (AF/A4/7).** Implements transportation and travel policies in accordance with HAFMD 1-38.

**2.2. Special Air Missions Division, Office of the Assistant Vice Chief of Staff (AF/CVA).** Processes, prioritizes and validates distinguished visitor (DV) airlift missions for senior national and Air Force leadership.

2.2.1. **Special Air Missions (SAM).** Tasks/schedules executive aircraft in support of national leadership.

2.2.2. **Service Secretary Controlled Aircraft (SSCA).** Tasks/schedules aircraft in support of Air Force senior leadership.

2.2.3. **Operational Support Aircraft (OSA).** Validates Office Secretary of Defense (OSD) and Headquarters Air Force (HAF) military aircraft (MILAIR) requests and tasks/schedules DV missions on IHS (Helicopter Squadron) aircraft.

2.2.4. **Presidential Flight Support (PFS).** Provides Presidential advance agents for world-wide support of Air Force One and other select missions as directed by the Director, White House Military Office (WHMO).

**2.3. The Deputy Chief of Staff for Logistics, Installations and Mission Support (AF/A4/7).** Develops policy for the SECAF's approval and provides policy implementation, direction, and guidance for personnel movement.

2.3.1. Exercises enterprise oversight for compliance for Air Force passenger/personnel movement requirements.

2.3.2. Oversees Air Force passenger/personnel movement programs and cooperates with other military Services on Joint personnel transportation matters.

2.3.3. Reviews DTMO CTO contracts pertaining to the Air Force.

2.4. The Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1). Provides program management and budget oversight for both the military permanent change of station (PCS) program and the centrally-funded civilian career PCS program.

**2.5. The Air Force Surgeon General (AF/SG).**

2.5.1. Establishes the medical criteria travelers must meet to qualify for transoceanic movement and premium class travel for medical conditions.

2.5.2. Validates the air evacuation of DoD and non-DoD patients.

2.6. **Air Mobility Command (AMC).** Operates the DoD Single Passenger Reservation System, the gateway aerial ports for departures and arrivals, and evacuates medical patients by air, when authorized/approved by competent authority.

2.7. **Air Force MAJCOMs.** Implement Air Force policies for transporting passengers.

2.8. **Installation Commander (equivalent or their designated representative).** Appoints a military member or civilian employee (not a contractor) as Transportation Officer to execute DoD traffic management policy and procedures to obtain transportation services.

2.9. **Transportation Officer (TO) or equivalent.** Ensures fulfillment of official passenger travel requirements.

**3. Approving Authorities.**

3.1. **Travel of Family Member/Spouse Accompanying Personnel on Official Business.** The following travel approval authorities are designated when the travel meets established criteria (JTR/JFTR):

3.1.1. SECAF and CSAF for their own family member/spouse travel;

3.1.2. SECAF for family member/spouse travel of members of the Secretariat;

3.1.3. Vice Chief of Staff of the Air Force (AF/CV) for family member/spouse travel of personnel assigned to the HAF;

3.1.4. AF/CV and four-star MAJCOM commanders (CC) for their own family member/spouse travel;

3.1.5. AF/CV for three-star or lower MAJCOM/CC's family member/spouse travel;

3.1.6. Selected three-star general officers, when serving as combined commanders (i.e., 5 AF/CC, 7 AF/CC and 11 AF/CC), for their own family member/spouse's travel;

3.1.7. MAJCOM/CC's and CV's for all family member/spouse travel of personnel assigned to their command; and,

3.1.8. AF/CV for family member/spouse travel of personnel assigned to DRUs (i.e., U.S. Air Force Academy) and FOAs, and for all other Air Force personnel not covered by an approval authority identified above.

**3.2. Premium Class Travel (First and Business Class).** The following Air Force PCT approval authorities and reporting officials are designated to meet DoD PCT policy requirements (Note: Self approval of PCT is prohibited):

3.2.1. SECAF or the Under Secretary of the Air Force (SAF/US) for all first class travel;

3.2.2. SECAF or SAF/US for business class travel of four-star general and civilian equivalents assigned to HAF;

3.2.3. The Administrative Assistant to the Secretary of the Air Force (SAF/AA) for business class travel for three-star generals, and below, of personnel assigned to the HAF;

3.2.4. AF/CV, or SAF/AA in the absence of the AF/CV, for business class travel of MAJCOM/CCs;

3.2.5. MAJCOM/CC, or CV in the absence of the CC, for business class travel of personnel assigned to their MAJCOMs;

3.2.6. AF/CV, or Assistant Vice Chief of Staff of the Air Force (AF/CVA) in the absence of the AF/CV, for DRUs and FOAs; and

**3.3. Use of Government Aircraft and Air Travel.** The following approval authorities are established for the use of government aircraft and air travel, as it relates to the approval of use of MILAIR to meet DoD policy requirements:

**Note:** Travelers seeking SAF/AA, AF/CVA or higher approval must submit their MILAIR requests to AF/CVAM for validation that will, in turn, route the request to the appropriate office for approval.

3.3.1. SECAF and CSAF are designated as “required use” travelers and can “self-approve” for official travel;

3.3.2. SECAF approves SAF/US and SAF/AA requests;

3.3.3. SAF/AA approves Secretariat requests;

3.3.4. CSAF approves AF/CV requests;

3.3.5. AF/CV approves MAJCOM/CC’s requests (when travel is primarily for Air Force purposes) and AF/CVA requests;

3.3.6. AF/CVA approves Air Staff, FOA, and DRU requests;

3.3.7. MAJCOM/CC’s approve their MAJCOM/CV requests;

3.3.8. MAJCOM/CV’s approve their MAJCOM staff and subordinate requests; and,

3.3.9. Combatant Commander (COCOM) approves MAJCOM/CC’s requests when travel is primarily for COCOM purposes.

Michael B. Donley  
Secretary of the Air Force

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### **References:**

- Office of Management of Budget (OMB), Circular No. A-126 (Revised), *Improving the Management and Use of Government Aircraft*, 22 May 1992
- Joint Federal Travel Regulations, Volume 1 (JFTR) and Joint Travel Regulations (JTR), Volume 2
- DoD Directive 4500.09E, *Transportation and Traffic Management*, 11 September 2007
- DoD Instruction 4500.43, *Operational Support Airlift (OSA)*, 18 May 2011
- DoD Instruction 4500.53, *DoD Commercial Air Transportation Quality and Safety Review Program*, 20 Oct 2008
- DoD Directive 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*, 14 Apr 2009
- DTR 4500.9-R, *Defense Transportation Regulation, Part I, Passenger Movement*; 1 September 2011
- DoD Instruction 4500.57, *Transportation and Traffic Management*, 18 Mar 2008
- DoD Regulation 4515.13-R, *Air Transportation Eligibility*, through change 3, 9 Apr 1998
- DoD Instruction 4500.17, *Proceedings Before Transportation Bodies*, 16 January 1969, through change 2, 5 April 1978
- DoD Directive 5158.04, United States Transportation Command, 27 Jul 07, through change 1, 11 Sep 07
- DoD Report Control Symbol *DD-P&R (SA) 2232 and DoD Report Control Symbol DD-P&R (Q) 2257*
- DTMO *Premium Class Travel Reporting Tool Guide, Version 1.1.*, 29 Apr 08
- HAF Mission Directive 1-38, *Deputy Chief of Staff of the Air Force (Logistics, Installations and Mission Support*, 5 Oct 2009
- Management Initiative Decision (MID) 921, “*Commercial Travel Management*,” 18 Oct 07

#### **Adopted Forms**

AF Form 847, Recommendation for Change of Publication

#### **Abbreviations and Acronyms:**

**AF**—Air Force

**AF/CV**—Vice Chief of Staff of the Air Force

**AF/A4LE**—Air Force Vehicle, Equipment, and Fuels Management Division

**AFI**—Air Force Instruction

**AFMAN**---Air Force Manual  
**AFPD**---Air Force Policy Directive  
**AFRC**---Air Force Reserve Command  
**AMC**---Air Mobility Command  
**ANG**---Air National Guard  
**CC**--- Commander  
**COCOM**---Combatant Commander  
**CSAF**---Chief of Staff of the Air Force  
**CTO**---Commercial Travel Office  
**CV**---Vice Commander  
**CVAM**---Assistant Vice Chief of Staff of the Air Force, Special Air Mission Division  
**DoD**---Department of Defense  
**DoDD**---Department of Defense Directives  
**DoDI**---Department of Defense Instruction  
**DRU**---Direct Reporting Units  
**DTMO**---Defense Travel Management Office  
**DTS**---Defense Travel System  
**E-Tickets**---Electronic Tickets  
**FOA**---Field Operating Agency  
**GSA**---General Service Administration  
**HAF**---Headquarters Air Force  
**HS**---Helicopter Squadron  
**IAW**---In Accordance With  
**JFTR**---Joint Federal Travel Regulations  
**JTR**---Joint Travel Regulations  
**MAJCOM**---Major Command  
**MAJCOM/CC**---Major Command Commander  
**MAJCOM/CV**---Major Command Vice Commander  
**MILAIR**---Military Airlift  
**NGB**---National Guard Bureau  
**NGB/CF**---National Guard Commander of Forces  
**OCONUS**---Outside the Continental United States

**OMB**—Office of Management and Budget

**OPR**—Office of Primary Responsibilities

**OSD (P&R)**—Office of Secretary of Defense, Personnel & Readiness

**PCS**—Permanent Change of Station

**PCT**—Premium Class Travel

**PDTATAC**—Per Diem, Travel and Transportation Allowance Committee

**RDS**—Records Disposition Schedule

**RO**—Reporting Office

**SAF/AA**—Administrative Assistant to the Secretary of the Air Force

**SAF/US**—Office of Under Secretary of the Air Force

**SECAF**—Secretary of the Air Force

**TO**—Transportation Officer

**WHMO**—White House Military Office