

4 SEPTEMBER 2007

Certified Current on 9 December 2015
Transportation



SPECIAL PASSENGER TRAVEL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ USAFE/A4RTA
Supersedes USAFEI 24-101, 15 June 2006

Certified by: HQ USAFE/A4R (Col Chris P. Doran)
Pages: 25

This instruction implements Air Force Policy Directive (AFPD) 24-1, Personnel Movement. It prescribes policy and procedures for processing special travel requests to Headquarters United States Air Forces in Europe (HQ USAFE). It includes procedures for invitational travel authorizations, unofficial travel, transportation exceptions to policy, and premium-class travel requests. This instruction applies to USAFE personnel theater-wide. It does not apply to the Air National Guard (ANG) or the Air Force Reserve Command (AFRC). Submit changes using AF Form 847, Recommendation for Change of Publication to the Directorate of Logistics, Transportation Branch (HQ USAFE/A4RT), Unit 3050, APO AE 09094-0105. This instruction requires the collecting and maintaining information protected by the Privacy Act (PA) of 1974 authorized by 10 U.S.C. 8013 and Executive Order 9397. Forms affected by the PA have an appropriate PA statement. System of records notice F033 AF D Automated Data Orders Generation applies. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123 (will convert to AFMAN 33-363), Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in AFRIMS (AF Portal).

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Extensive changes in policies and procedures from the previous edition required a complete revision of this publication.

Section A—General Information and Responsibilities	4
1. Preface.	4
2. Responsibilities.	4
Section B—Invitational Travel Authorizations (ITA)	6

3.	General.	6
4.	ITA Requests.	6
5.	Routing Procedures:	6
6.	Timelines.	7
7.	Package Dissemination.	7
8.	Documentation.	7
Section C—Family Member Invitational Travel Authorization		7
9.	General.	7
10.	Family Member ITA Requests.	7
11.	Routing Procedures:	8
12.	Timelines.	8
13.	Package Dissemination.	9
14.	Documentation.	9
Section D—Family Member Unofficial Travel		9
15.	General.	9
16.	Unofficial Travel Requests.	9
17.	Routing Procedures.	9
18.	Timelines.	10
19.	Package Dissemination.	10
20.	Documentation.	10
Section E—Transportation Exceptions to Policy		10
21.	General.	10
22.	Eligibility.	10
23.	ETP Travel.	10
24.	Routing procedures.	11
25.	Package Dissemination.	11
26.	Timelines.	11
27.	Documentation.	11
Section F—Premium-Business Class Travel Accommodations		11
28.	General.	11
29.	Eligibility.	11

30.	USAFE Form 353, Premium Class/First Class Travel Request and Authorization.	11
31.	USAFE 353, Premium Class/First Class Travel Request and Authorization.	12
32.	Documentation.	13
33.	Forms Prescribed.	13
34.	Forms Adopted.	13
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		14
Attachment 2— TRAVEL REQUEST SUMMARY		17
Attachment 3— ELECTRONIC STAFF SUMMARY SHEET		19
Attachment 4— TALKING PAPER ON AF SPOUSE TRAVEL		21

Section A—General Information and Responsibilities

1. Preface. The use of government funds and military airlift for passenger travel must be highly scrutinized and properly authorized. Funded travel for non-Department of Defense (DOD) personnel and premium-class travel for military members are highly visible and demand careful attention. This instruction outlines the processes that USAFE units must follow to ensure proper application of transportation regulations.

2. Responsibilities.

2.1. Commander, USAFE (USAFE/CC):

2.1.1. Approves transportation exceptions to policy according to DOD 4515.13-R, Air Transportation Eligibility.

2.1.2. Approves Military Airlift (MilAir) requests when exception to policy approval authority is Commander, United States Air Forces in Europe (USAFE/CC) or higher.

2.1.3. Delegates MilAir/Operational Support Airlift (OSA) approval authority to Vice Commander (USAFE/CV) for official passenger movement requests for major command (MAJCOM), Third Air Force (3 AF) and subordinate wing travelers according to DODD 4500.56, DOD Policy on the Use of Government Aircraft and Air Travel, paragraph E2.4.4.3.

2.1.4. Delegates MilAir/Operational Support Airlift (OSA) approval authority for senior officials to the Directorate of Air and Space Operations (HQ USAFE/A3) when acting in the capacity of USAFE/CC or USAFE/CV due to their absence according to AFI 24-101, Passenger Movement, Chapter 3, Para 3.37.3.

2.1.5. Endorses requests (Vice Commander (CV) in Commanders (CC) absence) for exceptions to policy requiring higher headquarters (HHQ) approval according to AFI 24-101, Passenger Movement, paragraph 1.8.2.

2.1.6. Endorses requests for first-class travel accommodations requiring Secretary of the Air Force (SECAF) approval according to AFI 24-101, paragraph 1.8.3.

2.1.7. Authorizes and approves (CV in CC's absence) business-class travel requests for MAJCOM, 3 AF and wing/unit personnel according to AFI 24-101, paragraph 1.8.4.

2.1.8. Self-approves spouse travel and approves spouse travel for USAFE/CV according to AFI 24-101, paragraph 2.8.6. Prior to travel, the purpose of spouse travel will be routed to Directorate of Logistics (HQ USAFE/A4) and Judge Advocate (HQ USAFE/JA) to ensure policy adherence.

2.1.9. Delegates Invitational Travel Authorization (ITA) approval authority to USAFE/CV and HQ USAFE/A3 according to AFI 24-101, paragraph 3.20. This delegation excludes USAFE/CV family member Invitational Travel Authorization (ITA) approval authority.

2.2. Vice Commander, USAFE (USAFE/CV):

2.2.1. Approves family member ITAs for MAJCOM personnel (except USAFE/CC and USAFE/CV), 3 AF and assigned wings/units according to AFI 24-101, paragraph 2.8.6.

2.2.2. Approves unofficial family member travel according to DOD 4515.13-R, paragraph C10.12.

2.2.3. Authorizes MilAir/OSA for official passenger movement requests for the MAJCOM, 3 AF and assigned wings/units travelers according to the instruction, paragraph 2.1.3.

2.2.4. Approves ITAs according to this instruction, paragraph 2.1.9.

2.3. Directorate of Staff, Protocol (HQ USAFE/DSP):

2.3.1. Maintains oversight on travel requests when associated with USAFE/CC hosted conferences in accordance with AFI 24-101, paragraph 2.8.6. Also, will ensure a host directorate is appointed to consolidate and staff the travel requests, if required.

2.4. Staff Judge Advocate (HQ USAFE/JA):

2.4.1. Provides legal guidance and coordination on the application of transportation regulations in respect to passenger travel.

2.4.2. Will coordinate on all types of travel requests from MAJCOM, 3 AF and assigned wings/units.

2.4.3. Will not be appointed as a host directorate for USAFE/CC hosted conferences due to providing legal coordination on all types of travel requests.

2.5. Surgeon General (HQ USAFE/SG):

2.5.1. Provides medical guidance and coordination on the application of transportation regulations in respect to passenger travel for medical considerations.

2.5.2. When required, coordinates on travel requests submitted from MAJCOM, 3 AF and assigned wings/units.

2.6. Directorate of Logistics (HQ USAFE/A4):

2.6.1. Implements the policy contained in this publication.

2.6.2. Provides guidance and coordination on the application of transportation regulations in respect to passenger travel.

2.6.3. Will coordinate on all types of travel requests from MAJCOM, 3 AF and assigned wings and ensure HQ USAFE/JA concurs with travel prior to coordination.

2.6.4. Will not be appointed as a host directorate for USAFE/CC hosted conferences due to providing technical coordination on all types of travel.

2.6.5. Will coordinate and maintain a final copy of the documentation on all premium-class air requests.

2.6.6. Will act as Office of Collateral Responsibility (OCR) when coordinating requests to prevent a conflict of interest and provide an unbiased policy read for travel requests.

2.6.7. Provides special passenger travel training to MAJCOM, 3 AF travel staffs and others as needed.

2.7. Directorate of Air and Space Operations, (HQ USAFE/A3):

2.7.1. Approves ITAs when acting in the capacity of USAFE/CC or CV due to their absence according to AFI 24-101, paragraph 3.20.

2.7.2. Approves MilAir/Operational Support Airlift (OSA) when acting in the capacity of USAFE/CC or CV due to their absence according to AFI 24-101, paragraph 3.37.3.

2.8. Commander, CC Headquarters Air Izmir (Commander, Air and Space expeditionary Task Force (16 AETF/CC) when activated).

2.8.1. Approves own spouse's travel when traveling as CC Headquarters Air Izmir and the travel is supporting the national interests of the United States at functions transcending the interests of the United States Air Force or DoD according to AFI 24-101, paragraph 2.8.7.

2.8.2. When 16 AETF is activated and traveling as 16 AETF/CC, the USAFE/CC or CV must approve family member travel according to AFI 24-101, paragraph 2.8.6.

Section B—Invitational Travel Authorizations (ITA)

3. General. Invitational travel is official travel primarily involving non-DOD personnel.

3.1. Eligibility. Individuals can be placed on ITAs when they meet the conditions of the Joint Travel Regulation (JTR) Appendix E. Spouse and family member ITA travel is a unique category and is defined in **Section C** of this instruction.

3.2. Approval Authority. Approval authorities are defined in this instruction paragraph **2**.

4. ITA Requests. The requesting organization is responsible for compiling the entire travel request package. The package must include:

4.1. Staff Summary Sheet (SSS). All documents, to include the USAFE Form 350, Invitational Travel Request and Authorization and DD Form 2768, Military Air Passenger/Cargo Request (if necessary), must be attached to an electronic staff summary sheet **Attachment 3**.

4.2. USAFE Form 350. The USAFE Form 350 must be completed for invitational travel. The request must reference and quote the instruction and paragraph that supports the travel. A strong justification and itinerary is mandatory. Requests from MAJCOM staff will be signed by the director or deputy director. Requests from the 3 AF will be signed by the Commander, Third Air Force (3AF/CC). Requests from wings/units will be signed by the Wing Commander (WG/CC) (CV in CC's absence). For authorization, the signature block is based on the authorizing official as stated in **Table A2.1**. approval authority. The sponsoring unit is required to provide funding and fund-cite for information for travel, unless arranged otherwise, to ensure that commercial transportation can be provided if non-reimbursable MilAir becomes unavailable.

4.3. DD Form 2768. If OSA will be used for the travel, a DD Form 2768 must be completed. Reference the HQ USAFE OSA Guide for instructions to complete this form.

5. Routing Procedures:

5.1. MAJCOM staffs requesting ITAs, will appoint an AO who will staff ITA requests. Requests will be routed for coordination simultaneously to HQ USAFE/A4, HQ USAFE/JA and others as required. After receiving coordination, AO will then submit the request to Directorate of Staff (USAFE/DS) for signature.

5.2. 3 AF and assigned wings/units requesting family member ITAs, will appoint an AO who will staff ITA request. Requests will be submitted simultaneously to HQ USAFE/A4, HQ USAFE/JA and

others as required for coordination. After receiving coordination, AO will forward to Third Air Force, Directorate of Staff (3 AF/DS) who will submit request to USAFE/DS for signature.

6. Timelines. ITA requests must be received for coordination by Transportation Branch (HQ USAFE/A4RT) not later than 30 duty days prior to travel and by USAFE/DS not later than 20 duty days prior to travel.
7. Package Dissemination. When the package has been approved or disapproved, the appropriate administrative support staff must forward package to the AO for action and distribution. 603 Air Operation Center/Air Movement Division (AOC/AMD) must be provided with a copy of the ITA if travel will be via OSA. Copies of approved packages must be provided to HQ USAFE/A4RT.
8. Documentation. Copies of approved ITAs must be maintained by the approving official until 6 years and 3 months past the date of travel according to Air Force RDS Table 65-21, Rule 16.

Section C—Family Member Invitational Travel Authorization

9. General. Spouse and family member eligibility for travel is defined by AFI 24-101 paragraph 2.8. This category of travel is a sensitive area which requires judicious application and thorough review, and requests which do not meet the eligibility requirements of AFI 24-101 require an even higher degree of scrutiny and detailed justification. Per diem is not normally authorized for family members and requires Chief of Staff, United States Air Force (CSAF) approval. MilAir travel must be on a mission non-interference basis.

9.1. Eligibility. Individuals can be placed on ITAs when they meet the conditions of the Joint Travel Regulations (JTR) Appendix E and AFI 24-101.

9.2. Approval Authority. Approval authorities are defined in this instruction (paragraph 2.).

10. Family Member ITA Requests. The requesting organization is responsible for compiling the entire travel request package. The package must include:

10.1. Staff Summary Sheet. All documents, to include USAFE Form 350, DD Form 2768 (if necessary) and spouse itinerary, must be attached to an electronic staff summary sheet **Attachment 3**.

10.2. USAFE Form 350. The USAFE Form 350 must be completed for family member travel. The request must reference and quote the instruction and paragraph that supports the travel. Strong justification must be provided. Spouse Travel Talking Paper has additional details and requirements **Attachment 3**. An itinerary is mandatory. ITA requests submitted by the USAFE/CC may be a self-approved Memorandum for Record. Requests from MAJCOM staffs will be signed by the director or deputy director. Requests from the 3 AF staff will be signed by the 3AF/CC. Requests from wings/units will be signed by the WG/CC (CV in CC's absence). For authorization, the signature block is based on the authorizing official as stated in **Table A2.1**. approval authority. The sponsoring unit is required to provide funding and fund-cite information for travel, unless arranged otherwise, to ensure that commercial transportation can be provided if non-reimbursable MilAir becomes unavailable.

10.3. DD Form 2768. If OSA will be used for the travel, a DD Form 2768 must be completed. Reference the HQ USAFE OSA Guide for instructions to complete this form. The authorizing official is the same as the ITA authorizing official.

11. Routing Procedures:

11.1. HQ USAFE/DSP will maintain oversight on ITA requests for spouse travel for USAFE/CC hosted conferences and ensure a host directorate is appointed to staff request, if required. MAJCOM, 3 AF, wings and units are required to submit names, social security numbers (SSN), and fund-cite information for potential spouse attendees to assigned point of contact (POC). The AO will create the request letter with all spouse names and forward the package simultaneously to HQ USAFE/A4 and HQ USAFE/JA for coordination. After receiving coordination, AO will send request to USAFE/DS for signature.

11.2. MAJCOM or 3 AF units appointed as a host directorate for USAFE events (e.g. Squadron Commander Orientation Conference, Award Ceremonies, etc.) will appoint an AO who will staff ITA requests. MAJCOM, 3 AF, wings and units are required to submit names, social security numbers (SSN), and fund-cite information for potential spouse attendees to the AO. The AO will create the request letter with all spouse names and forward the package simultaneously to HQ USAFE/A4 and HQ USAFE/JA for coordination. After receiving coordination, the host directorate AO will send the request to USAFE/DS for signature.

11.3. MAJCOM staffs requesting family member ITAs, will appoint an AO who will staff ITA requests. Requests will be routed for coordination simultaneously to HQ USAFE/A4, HQ USAFE/JA and others as required. After receiving coordination, AO will then submit request to USAFE/DS for signature.

11.4. Command Chief Administration (USAFE/CCA) will internally coordinate Command chief Master Sergeants (USAFE/CCC) spouse ITAs. In the event that USAFE/CCC spouse is traveling on the same mission, with identical purpose, package requirements can be combined and internally coordinated by USAFE CCA.

11.5. Enlisted personnel traveling to award ceremonies will also be coordinated through USAFE/CCC. Requests must clearly meet the conditions established in AFI 24-101.

11.6. 3 AF and assigned wings/units requesting family member ITAs, will appoint an AO who will staff ITA request. Requests will be submitted simultaneously to HQ USAFE/A4, HQ USAFE/JA and others as required for coordination. After receiving coordination, AO will forward to 3 AF/DS who will submit request to USAFE/DS for signature.

12. Timelines. Requests for family member ITAs covered under this regulation (paragraphs **11.1.** and **11.2.**) must be received by the HQ USAFE/A4 and HQ USAFE/JA not later than 30 duty days prior to travel. The package must be received by USAFE/DS not later than 20 duty days prior to travel. Spouse ITA requests can be staffed before the spouse confirms attendance. Do not delay the package to await confirmation. If the spouse decides not to attend, the order will be cancelled. All other family member requests must be received by HQ USAFE/A4 and HQ USAFE/JA for coordination not later than 15 duty days prior to travel and by USAFE/DS not later than 10 duty days prior to travel.

13. Package Dissemination. When the package has been approved or disapproved by USAFE/CC or CV, USAFE/DS will forward package to the AO for action and distribution. 603 AOC/AMD must be provided with a copy of the family member ITA if travel will be via OSA. Copies of the entire package must be provided to HQ USAFE/A4RT.

14. Documentation. Copies of approved ITAs must be maintained by the approving official until 6 years and 3 months past the date of travel according to Air Force RDS Table 65-21, Rule 16.

Section D—Family Member Unofficial Travel

15. General. Family members may be granted unofficial travel at personal expense to accompany senior DOD personnel on official business.

15.1. Eligibility. A family member may be authorized unofficial travel when they meet the requirements of DOD 4515.13-R paragraph C10.12.

15.2. Approval Authority. Authorities are defined in this instruction (paragraph 2.).

16. Unofficial Travel Requests. The requesting organization is responsible for compiling the entire travel request package. The package must include:

16.1. Staff Summary Sheet. The USAFE Form 351, Unofficial Family Member Travel Request and Authorization and commercial air quote must be attached to an electronic staff summary sheet **Attachment 3**.

16.2. USAFE Form 351. The USAFE Form 351 must be completed. Restricted use and applies to senior DoD officials (general officers) only. The request must reference the instruction and paragraph that supports the travel. This can be found in DOD 4515.13-R paragraph C10.12. Requests from MAJCOM staffs must be signed by the director or deputy director. Requests from 3 AF will be signed by the 3 AF/CC. Requests from wings will be signed by the WG/CC (CV in CC's absence). For the authorization, the signature block is based on the authorizing official as stated in **Table A2.1**. approval authority.

16.3. Commercial Air Quote. According to DOD 4515.13-R paragraph C10.12, a price quote for commercial air transport must be provided when the spouse or family member travel is unofficial. This quote must be in U.S dollar amount for the full commercial coach class fare rate at the exact dates and similar times that the actual travel will occur. It must also include all taxes and fees for the travel. Quotes from any carrier available to the general public are acceptable, provided they meet the above criteria. The sponsor must attach a check made payable to the Treasurer of the United States in the quoted amount and a copy of the quote to the sponsor's travel voucher upon completion of the trip.

17. Routing Procedures.

17.1. MAJCOM staffs requesting family member ITAs, will appoint an AO who will staff ITA requests. Requests will be routed for coordination simultaneously to HQ USAFE/A4, HQ USAFE/JA and others as required. After receiving coordination, AO will then submit the request to USAFE/DS for signature.

17.2. 3 AF and assigned wings/units requesting family member ITAs, will appoint an AO who will staff ITA request. Requests will be submitted simultaneously to HQ USAFE/A4, HQ USAFE/JA and others as required for coordination. After receiving coordination, AO will forward to 3 AF/DS who will submit request to USAFE/DS for signature.

18. Timelines. Requests for unofficial travel must be received by HQ USAFE/A4 and HQ USAFE/JA for coordination not later than 15 duty days prior to travel. The requests must be received by USAFE/DS not later than 10 duty days prior to travel.

19. Package Dissemination. When the package has been approved or disapproved, USAFE/DS will forward package to the AO for action and distribution. 603 AOC/AMD must be provided with a copy of the unofficial travel approval when travel is on OSA. A copy of the entire package must be provided to HQ USAFE/A4RT.

20. Documentation. Copies of approved unofficial travel must be maintained by the sponsor's approving official until 6 years and 3 months past the date of travel according to Air Force RDS Table 65-21, Rule 16.

Section E—Transportation Exceptions to Policy

21. General. Occasionally, there are requirements for transportation Exceptions to Policy (ETP) for MilAir travel of non-DOD members, members of Congress, Ambassadors, Foreign Nationals, and other categories of traffic not normally eligible in DOD 4515.13-R. Requests for transportation ETPs must be closely scrutinized to ensure proper MilAir approvals are attained and documented. Consideration should be made to the availability of MilAir. If MilAir support is lost, commercial air is not authorized to be funded under an ETP.

22. Eligibility. Eligibility for ETP travel is defined by DOD 4515.13-R Chapter 10.

23. ETP Travel. The requesting organization is responsible for compiling the entire travel request package. The package must include:

23.1. Staff Summary Sheet. All required documents, to include USAFE Form 352, Exception to Policy Request and Authorization and DD Form 2768 and legal coordination must be attached to an electronic staff summary sheet ([Attachment 3](#)).

23.2. USAFE Form 352. Units must complete USAFE Form 352 for the request. The request must reference and quote the instruction and paragraph that supports the travel. It is extremely important that a strong justification is provided. A finalized itinerary is mandatory. If the MilAir travel is reimbursable, include the fund-cite to be charged for the travel. Travel at the request of USAFE/CC will be a memorandum for record and will be signed by USAFE/CC. Requests from MAJCOM staffs must be signed by the directorate or deputy. Requests from 3 AF will be signed by the 3AF/CC. Requests from wings will be signed by the WG/CC (CV in CC's absence). For authorization, the signature block is based on the authorizing official as stated in [Table A2.1](#), approval authority. The sponsoring unit is required to provide funding and fund-cite information for travel, unless arranged otherwise, to ensure that commercial transportation can be provided if non-reimbursable MilAir becomes unavailable.

23.3. DD Form 2768. If OSA will be used for the travel, the DD Form 2768 must be completed. Reference the HQ USAFE OSA Guide for instructions to complete this form. The justification provided in the ETP request must also be included on the DD Form 2768. USAFE/CC is the approval authority for the DD Form 2768 when there is an ETP traveler on the passenger list.

24. Routing procedures.

24.1. MAJCOM staffs requesting family member ITAs, will appoint an AO who will staff ITA requests. Requests will be routed for coordination simultaneously to HQ USAFE/A4, HQ USAFE/JA and others as required. After receiving coordination, AO will then submit the request to USAFE/DS for signature.

24.2. 3 AF and assigned wings/units requesting family member ITAs, will appoint an AO who will staff ITA request. Requests will be submitted simultaneously to HQ USAFE/A4, HQ USAFE/JA and others as required for coordination. After receiving coordination, AO will forward to 3 AF/DS who will submit request to USAFE/DS for signature.

25. Package Dissemination. When the package has been approved or disapproved, USAFE/DS will forward package to the AO for action and distribution. 603 AOC/AMD must be provided with a copy of the ETP approval when travel is on OSA. A copy of the entire package must be provided to HQ USAFE/A4RT.

26. Timelines. Requests for transportation ETP with USAFE/CC approval authority must be received by HQ USAFE/A4RT not later than 30 duty days prior to the travel. USAFE/DS must receive the package not later than 20 duty days prior to travel. Requests that require a higher signatory must be received by HQ USAFE/A4RT not later than 30 duty days prior to travel, by USAFE/DS not later than 25 duty days prior to travel and by Air Force Logistics Readiness (HQ USAF/ILG) not later than 20 duty days prior to travel.

27. Documentation. Copies of approved ETPs must be maintained by HQ USAFE/A4RT until 2 years past the date of travel according to Air Force RDS Table 24-10, Rule 8.

Section F—Premium-Business Class Travel Accommodations

28. General. Premium Class Travel (PCT) air accommodations may be authorized on an exception basis only. Only Commander, United States Air Forces in Europe (COMUSAFE) can approve PCT for personnel assigned to MAJCOM or 3 AF. Every effort should be explored to minimize the need to utilize premium class travel to include but not limited to; travel one to two days prior to requested travel date and/or return one to two days after requested return date; travel via discount air carriers where the local Commercial Travel Office (CTO) may not have capability to make reservations. Any decisions to use PCT must involve Group and/or Wing Commanders. USAFE Transportation Movement Offices (TMO) must contact Traffic Management Policy Office (HQ USAFE/A4RTT) prior to issuing PCT tickets. If after duty hours and the mission is so critical it can not wait, contact HQ USAFE/A4RTT the next duty day.

29. Eligibility. Eligibility for PCT is defined in AFI 24-101 paragraph 2.7.

30. USAFE Form 353, Premium Class/First Class Travel Request and Authorization. The USAFE Form 353 for first-class travel will be prepared by the requesting organization. First-class travel requests must meet the requirements in the Joint Federal Travel Regulation (JFTR) or Joint Travel Regulation (JTR). Only the Secretary of the Air Force or Undersecretary of the Air Force (SAF/US) can approve first-class air accommodations. Requests from MAJCOM, 3 AF and assigned wings/units must be endorsed by USAFE/CC. Requests must contain the Travel Purpose Code (JFTR/JTR Appendix H Part I) and Reason for Travel paragraph reference (JFTR/JTR Appendix H, Part II, Section B).

30.1. Staff Summary Sheet. The requestor must prepare and send all necessary documents, to include USAFE Form 353, in the form of an electronic staff summary sheet (**Attachment 3**) to HQ USAFE/A4 and HQ USAFE/JA for coordination. If the justification is for a medical condition a letter signed by a competent medical authority must be included and the package must be coordinated with the Surgeon General (HQ USAFE/SG). Note: A letter signed by a competent medical authority does not guarantee approval.

30.2. Routing procedures. The staff summary sheet with attachments must be sent to HQ USAFE/A4, HQ USAFE/JA, and HQ USAFE/SG (if medically related). Subsequently, send the request to USAFE/DS and USAFE/CV for coordination and USAFE/CC approval (CV in CC's absence). Upon approval or disapproval, the final package will be sent to HQ USAFE/A4RT, who will in turn forward a copy to HQ USAF/ILG.

30.3. Timelines. Requests for first-class travel must be received for coordination not later than 30 duty days prior to the travel. USAFE/DS must receive the package not later than 25 duty days prior to travel. Requests that require Secretary of the Air Force (SAF/OS) or SAF/US approval must be received HQ USAF/ILG not later than 20 duty days prior to travel.

31. USAFE 353, Premium Class/First Class Travel Request and Authorization. The USAFE Form 353 for business-class travel will be prepared by the requesting organization. The request must reference the applicable travel regulation and conditions which make business-class travel necessary. Strong justification must be provided. Requests from MAJCOM staffs must be signed by the directorate or deputy. Requests from 3 AF will be signed by the 3AF/CC. Requests from wings will be signed by the WG/CC (CV in CC's absence). For authorization, the signature block is based on the authorizing official as stated in **Table A2.1.** approval authority. Requests must contain the Travel Purpose Code (JFTR/JTR Appendix H Part I) and Reason for Travel paragraph reference (JFTR/JTR Appendix H, Part III, Section A).

31.1. Staff Summary Sheet. The requestor must prepare and send all necessary documents, to include USAFE Form 353, in the form of an electronic staff summary sheet (**Attachment 3**) to HQ USAFE/A4 and HQ USAFE/JA for coordination. If the justification is for a medical condition a letter signed by a competent medical authority must be included and the package must be coordinated with HQ USAFE/SG. Note: A letter signed by a competent medical authority does not guarantee approval.

31.2. Routing procedures. The staff summary sheet with attachments must be sent to HQ USAFE/A4, HQ USAFE/JA, and HQ USAFE/SG (if medically related). Subsequently, send the request to USAFE/DS and USAFE/CV for coordination and USAFE/CC approval (CV in CC's absence). Upon approval or disapproval, the final package will be sent to HQ USAFE/A4RT, who will in turn forward a copy to HQ USAF/ILG.

31.3. Timelines. Requests for business-class travel must be received by HQ USAFE/A4RT not later than 15 duty days prior to the travel. USAFE/DS must receive the package not later than 10 duty days prior to travel.

32. Documentation. Copies of approved premium-class travel must be maintained by HQ USAFE/A4RT until 2 years past the date of travel according to Air Force RDS Table 24-10, Rule 8.

33. Forms Prescribed. USAFE Form 350, Invitational Travel Request and Authorization, USAFE Form 351, Unofficial Family Member Travel Request and Authorization, USAFE Form 352, Exception to Pol-

icy Request and Authorization, USAFE Form 353, Premium Class/First Class Travel Request and Authorization.

34. Forms Adopted. AF Form 847, Recommendation for Change of Publication, DD Form 2768, Military Air Passenger and Cargo Request.

DUANE A. JONES, Brigadier General, USAF
Director of Logistics

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Privacy Act (PA) of 1974

DOD 4500.56, DOD Policy on the Use of Government Aircraft and Air Travel, 2 March 1997

DOD 4515.13-R, Air Transportation Eligibility, November 1994

Joint Federal Travel Regulations/Joint Travel Regulations (JFTR/JTR) Appendix E, Part I, Invitational Travel Authorizations, current edition

AFPD 24-1, Personnel Movement, 1 September 1995

AFI 24-101, Passenger Movement, 27 October 2004

AFMAN 37-123, Management of Records, 31 August 1994

Secretary of the Air Force Order Number 625.1, Subject: Delegation of Authority for Air Force Spouse Travel, 21 February 2002

HQ USAFE Operational Support Airlift User Guide. Contact 603 AOC/AMD for this guide or see their website at

HQ USAFE A4RTA Airlift Policy website: <https://wwwmil.usafe.af.mil/direct/a4/a4r/A4RT/A4RTA.htm>

Deputy Secretary of Defense Memorandum, Subject: Travel by Family Members, 15 Mar 2002

Air Force Chief of Staff Memorandum, Subject: Delegation of Authority for Spouse/Family member Funded Travel, 7 March 2002

Commander United States European Command (USEUCOM) Memorandum, Requests for U.S. Military Airlift (MilAir) and Accompanying Spouse Travel by U.S. Military Officers Serving in North Atlantic Treaty Organization (NATO) Positions, 19 July 2002

Abbreviations and Acronyms

3 AF—Third Air Force

3 AF/CC—Commander, Third Air Force

3 AF/DS—Director of Staff, Third Air Force

16 AETF/CC—Commander, 16 Air and Space Expeditionary Task Force

603 AOC/AMD—Air Operations Center/Air Movement Division

AF/CC—Commander, United States Air Force

AF/CV—Vice Commander, United States Air Force

AFSOC/CC—Commander, Air Force Special Operations Command

ANG—Air National Guard

AO—Action Officer

CC—Commander

CV—Vice Commander

CSAF—Chief of Staff of the Air Force

DoD—Department of Defense

ETP—Exception to Policy

HQ USAF/ILG—Air Force Logistics Readiness

HQ USAFE/A3—Directorate of Air and Space Operations

HQ USAFE/A4—Directorate of Logistics

HQ USAFE/A4RT—Transportation Branch

HQ USAFE/A4RTT—Traffic Management Policy

HQ USAFE/JA—Staff Judge Advocate

HQ USAFE/SG—Surgeon General

ITA—Invitational Travel Authorization

MAJCOM—Major Command

MilAir—Military Airlift

OSA—Operational Support Airlift

PA—Privacy Act

PCT—Premium Class Travel

POC—Point of Contact

RE/AFRC/CC—Commander, Air Force Reserve Command

RDS—Records Disposition Schedule

SAF/GC—General Counsel of the Air Force

SAF/US—Undersecretary of the Air Force

SAF/OS—Secretary of the Air Force

SECAF—Secretary of the Air Force

SSN—Social Security Number

SSS—Staff Summary Sheet

USAFE—United States Air Forces in Europe

USAFE/CC—Commander, United States Air Forces in Europe

USAFE/CCA—Command Chief Administration

USAFE/CCC—Command Chief Master Sergeant

USAFE/CV—Vice Commander, USAFE

USAFE/DS—Directorate of Staff

USAFE/DSP—Directorate of Staff, Policy

WG/CC—Wing Commander

Attachment 2

TRAVEL REQUEST SUMMARY

A2.1. Overview. This table summarizes types of travel requests, suspense's, required documents, requesting and approving authorities for special travel requests. This table is not the authority for travel. The appropriate travel regulations should always be referenced to ensure accurate processing and authorities.

Table A2.1. Travel Request Summary.

Type of Travel	Passenger Type	Suspense to HQ USAFE POC	Suspense to USAFE/DS	Documents Required	Requesting Authority	HQ USAFE Coordination Required	Approval Authority
Invitational Travel Authorization	University Official, Industry Representative, lecturer, etc.	30 duty days prior to travel to A4RT	20 duty days prior to travel	SSS, USAFE Form 350, MilAir Request (if applicable)	HQ USAFE Directorate or 3 AF wings/ units	A4, JA, DS, CV	USAFE/CV
Spouse/Family Member Official Travel	Spouse/Family Member	15 duty days prior to travel to A4RT	10 duty days prior to travel	SSS, USAFE Form 350, MilAir Request (if applicable)	HQ USAFE Directorate or 3 AF wings/ units	A4, JA, DS, CV (CCC if award)	USAFE/CV
Spouse/Family Member Official Travel in this regulation paragraph 11.1. and 11.2.	Spouse/ Family Member	30 duty days prior to travel to DSP or AO	20 duty days prior to travel	SSS, USAFE Form 350, MilAir Request (if applicable)	HQ USAFE Directorate or 3 AF wings/ units	DSP, A4, JA, DS, CV (CCC if award)	USAFE/CV
Spouse/Family Member Unofficial Travel	Spouse/Family Member	15 duty days prior to travel to A4RT	10 duty days prior to travel	SSS, USAFE Form 351, Commercial Air Quote	HQ USAFE Directorate or 3 AF wings/ units	A4, JA, DS, CV	USAFE/CV
Transportation Exception to Policy	Foreign Nationals, Ambassadors and Senior Deputies	30 duty days prior to travel to A4RT	20 duty days prior to travel	SSS, USAFE Form 352 , MilAir Request (if applicable)	HQ USAFE Directorate or 3 AF wings/ units	A4, JA, DS, CC	USAFE/CC (CV in CC absence)

Type of Travel	Passenger Type	Suspense to HQ USAFE POC	Suspense to USAFE/DS	Documents Required	Requesting Authority	HQ USAFE Coordination Required	Approval Authority
Transportation Exception to Travel Policy	All other personnel deemed to be in the interest of the DoD	30 duty days prior to travel to A4RT	25 duty days prior to travel; 20 duty days prior to HQ USAF	SSS, USAFE Form 352, Mil Air Request (if applicable)	HQ USAFE Directorate or 3 AF wings/ units	A4, JA, DS, CV	USAFE/CC (CV in CC absence)
First-Class Air Accommodations	Active Duty Air Force	30 duty days prior to travel to A4RT	25 duty days prior to travel; 20 duty days prior to HQ USAF	SSS, USAFE Form 353, Medical Letter (if applicable)	HQ USAFE Directorate or 3 AF wings/ units	A4, JA, DS, CC If Medical: A4, JA, SG, DS, CC CC Endorses	SAF/US
Business Class Air Accommodations	Active Duty Air Force	15 duty days prior to travel to A4RT	10 duty days prior to travel	SSS, USAFE Form 353, Medical Letter (if applicable), Authorization for PCT travel	HQ USAFE Directorate or 3 AF wings/ units	A4, JA, DS, CC If Medical: A4, JA, SG, DS, CC	USAFE/CC (CV in CC absence)

Attachment 3

ELECTRONIC STAFF SUMMARY SHEET

A3.1. Overview. This figure provides the format for an electronic staff summary sheet for travel requests submitted to HQ USAFE for approval.

A3.2. Instructions. Complete the staff summary sheet electronically in Microsoft™ Outlook. All documents referenced in text should be annotated with the appropriate tab reference.

Figure A3.1. Sample Electronic Staff Summary Sheet.

From...

To...

Cc...

Subject: (Type of Request, Rank, and Name of Traveler)

(Select the correct coordinating and approving officials based on guidance in this instruction)

A4 COORD

JA COORD

SG COORD

DS COORD

CV (COORD or SIGN)

CC SIGN (if necessary)

-----STAFF SUMMARY SHEET

AO: (Rank, Last Name), (Office Symbol), (DSN)

SUSPENSE: (Set suspense 5 duty days prior to travel)

COORDINATION:

SUBJECT: (Type of request, Rank and Name of traveler)

1. PURPOSE: Request (USAFE/CC or USAFE/CV) authorize (insert summarized statement on travel) (notes tabs for signature).

2. DISCUSSION: (Insert summary of travel, to include sponsor, travelers, dates, and destination). (Insert summarized purpose of travel). (Insert statement referring to regulation which supports this travel). (State the date the request was received).

3. Our POC is (insert Rank Name, DSN).

4. RECOMMENDATION: (USAFE/CC or USAFE/CV) sign (list documents for signature and respective tabs).

(Releaser's Signature Block)

(#) Tabs (list only those that apply - Documents for signature will always be first, then coordination support, last will always be the regulation references)

1. Invitational Travel Request and Authorization

(Select one: Unofficial Spouse Travel Request/Exception to Policy/Premium Class Travel Request, etc.)

2. DD Form 2768, Military Air Passenger/Cargo Request

3. Medical Consideration Letter

4. Family Member/Spouse Itinerary

5. Commercial Air Quote

6. Legal Coordination

----- Tab 1, Invitational Travel Request and Authorization, USAFE Form 350

(insert attachment)

----- Tab 2, DD Form 2768, Military Air Passenger and Cargo Request

(insert attachment)

----- Tab 3, Commercial Air Quote

(insert attachment)

etc...

Attachment 4**TALKING PAPER ON AF SPOUSE TRAVEL**

A4.1. General. This figure provides information from the Air Staff on Spouse travel.

Figure A4.1. Talking Paper from Air Staff.

TALKING PAPER
ON
AF SPOUSE TRAVEL

PURPOSE

To provide information on the criteria, approval authorities, and procedures by which spouses of Air Force members may travel in conjunction with the member's official duties

BACKGROUND

DoD policy on spouse travel has evolved over the past few years from an open-ended program with few guidelines to the current program that stresses official needs and appropriate use of DoD resources. Spouse travel is a subject of Congressional interest involving public scrutiny, GAO review and Inspector General examination. For these reasons, DEPSECDEF has pronounced that both official and unofficial spouse travel should be the "rare exception" and not the rule.

Policy guidance on spouse travel is contained in:

DoDD 4500.56, DoD Policy on Use of Government Aircraft and Air Travel;
DoD 4515.13-R, Air Transportation Eligibility;
Joint Travel Regulations (JTR), Appendix E, and
AFI 24-101, Passenger Movement

BASIS FOR APPROVING OFFICIAL SPOUSE TRAVEL

Spouse travel at Government expense by commercial carrier or by MilAir may be approved by the appropriate approval authority only when one of the two following criteria is met and fully documented:

1. Where there is an unquestionably official event in which the spouse will actually participate in an official capacity. Documentation must describe an overall itinerary, the official event(s) involved, how the spouse will participate, and what benefit the Air Force or DoD will receive by funding the travel. In each case, a separate itinerary for the spouse's travel helps greatly in documenting and justifying the travel. Some examples that may meet this criteria are:

Participation in a DoD or Air Force sanctioned training course or conference for spouses supporting readiness [see paragraph 2.8 of AFI 24-101 for circumstances and restrictions]. Documentation for travel to these types of events must also include identification of the training source or conference speakers and a description of the subject matter to be presented. A course syllabus or complete conference itinerary helps support approval.

Provision by the spouse of advice or guidance as a “subject matter expert” in his or her own specialty. Documentation for travel to these types of events must also include a description of the subject matter the spouse would present (including his/her qualifications) and a description of the audience receiving the presentation.

Accompanying his or her sponsor on unit or “site” visits (normally limited to units subordinate to the sponsor at an installation under the sponsor’s command/control) only when the spouse will actually participate by conferring with unit members/DoD officials on official DoD matters through an exchange of substantive information, advice, and or guidance, and in a manner that directly benefits the Air Force.

Merely visiting facilities such as schools, hospitals, day-care facilities, family service centers, family housing areas, commissaries, etc., is not on its own sufficient justification for spouse travel at Government expense.

Documentation must record the audiences to be addressed, the issues to be covered and the anticipated benefits to the Air Force. Where possible, documentation should also indicate the number of members and dependents assigned to the unit(s) being visited.

Prospective travelers should also note the limits on the number of trips/events imposed by AFI 24-101, paragraph 2.8.

It is also recommended that spouses making unit or site visits prepare a short after-action report of their observations and recommendations for submission to their senior official’s spouse and others who may benefit from the comments (e.g. host MAJCOM if location is overseen by a MAJCOM other than that to which the senior official’s spouse is assigned). It will also help document the spouse’s participation in official activities.

2. Where travel is deemed in the national interest because of diplomatic or public relations benefits to the United States. While a spouse’s participation at some of these events may only be a representational role, documentation must indicate how the spouse’s presence supports a diplomatic or public relations benefit to the United States. The benefit must transcend the Air Force or DoD interests and be truly of national interest. Involvement of foreign personnel alone does not justify spouse travel; the requisite national interest must be clearly established. Documentation must specifically identify the event and attendees that make the function a diplomatic or public relations event. Examples include, but are not limited to:

Attending official events involving senior foreign officials and their spouses.

Escorting foreign military spouses during counterpart or attaché visits.

Accompanying civic leaders of foreign Governments and their spouses, on Air Force-sponsored tours.

Official spouse travel cannot be approved merely to allow attendance at a promotion, retirement or change of command ceremony. Official travel involving these types of events can only be approved if it meets the “actual participation in an official event” criteria, addressed above. In most cases, this will be hard to establish.

Merely attending a ceremony over which the sponsor will preside is not sufficient justification for Government-funded spouse travel.

A spouse's attendance at a wing change of command ceremony predicated upon the spouse's intent to present a gift to the outgoing unit CC's spouse, and/or provide an orientation to the incoming unit CC's spouse, is not sufficient justification for Government-funded spouse travel.

When the spouse travel criteria is not met and the senior official wants his/her spouse to attend a ceremony, "unofficial travel" options can be pursued. Unofficial travel is addressed below.

AIR FORCE DESIGNATED SPOUSE TRAVEL APPROVAL AUTHORITIES

Only a very limited number of senior officials can self-approve spouse travel. All justification, documentation and retention requirements identified herein apply to self-approved spouse travel.

Four-star general officers may self-approve as outlined in DoDD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel.

DoD policy authorizes select three-star general officers who serve as component/combined commanders (e.g., 5 AF/CC, 7 AF/CC, 11 AF/CC and 16 AF/CC), while acting as the combined commander, to approve spouse travel for themselves as well as for spouses under their command; however, for all other travel they must seek approval through their Air Force chain of command.

Spouse travel approval for all other situations was delegated by Secretary of the Air Force (SECAF) to Chief of Staff of the Air Force (CSAF), and the CSAF delegated this authority to MAJCOM/CCs and CVs (also includes the Director, ANG) for all spouse/family member travel within their commands. See SAFO 625.1, 21 Feb 02; AF/CC memo, 7 Mar 02; and AF/CC memo, 2 Feb 05.

MAJCOM vice commanders cannot approve their own spouse/family member travel, nor may the Vice Commander approve MAJCOM Commander spouse/family member travel.

AF/CV must approve spouse/family member travel for Commander, Air Force Special Operations Command (AFSOC/CC), Commander, Air Force Reserve Comamnd (RE/AFRC/CC) and three-star Air Force officer serving as the Director, Air National Guard (NGB/CF).

AF/CV must approve spouse travel for personnel assigned to the Air Staff, Field Operating Agencies (FOA), and Direct Reporting Units (DRU) (except ANG). Requests are processed through AF/ILG.

SECAF must approve spouse travel for personnel assigned to the Air Force Secretariat.

PROCESSING SPOUSE TRAVEL REQUESTS

A separate spouse travel request must be forwarded to the appropriate approval authority for each event. "Blanket" travel approval and Invitational Travel Authorizations (ITA) will not be issued.

All spouse travel requests will include full justification and indicate how the travel meets the established spouse travel approval criteria. Spouse travel documentation will identify the proposed dates of travel and the inclusive dates of the function/event to be attended. A separate spouse's itinerary is required as part of the spouse travel documentation package. Travel requests that are not fully substantiated will be returned.

Requests requiring Vice Commander, United States Air Force (AF/CV) or Commander, United States Air Force (AF/CC) approval must be forwarded through command channels to AF/CV with an info copy to AF/ILG.

AF/ILG will route all packages through General Counsel of the Air Force (SAF/GCA) for coordination prior to staffing to AF/CV or AF/CC for approval.

All requests should be sent to AF/ILG not less than 20 days prior to the desired travel date.

Travel arrangements may not be made for spouse travel until approved by the appropriate approving official.

As a general rule, upon approval, the spouse is issued an ITA, which authorizes funded transportation only. Per diem or other reimbursements are not authorized unless approved in advance.

The following statement must be on the ITA: "This travel authorization authorizes the spouse to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the spouse. If the spouse does not want to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled".

Per diem or other actual expenses may be paid in rare instances where the spouse travel can be justified as "mission essential." In these rare cases the spouse travel request must be routed through Deputy Chief of Staff for Personnel, United States Air Force (AF/DP) for review and approval by AF/CC prior to travel. This approval authority has not been delegated.

A record of all approvals, including justification, will be retained for two years at the approval authority level.

Unofficial Spouse Travel

Unofficial travel allows a spouse to accompany a senior official who is using MilAir. Unofficial travel is the "rare exception" and shall be carefully controlled by requiring approval in advance and in writing. (DoDD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel).

This type of travel is limited to spouses of senior DoD officials (general officer or Senior Executive Service (SES) member).

The DoD sponsor must reimburse the Government the cost of a "full coach fare" for the transportation provided.

"Full coach fare" is the fare a commercial carrier would charge for travel over a similar route on the dates of the travel. Advantage can be taken of early purchase discounts and Internet purchasing alternatives as long as the fare matches the times and dates of actual travel and is available to the general public. Documentation of the source of the ticket price should be maintained.

Members make reimbursement by including a check payable to Treasurer of the United States with their travel voucher.

Other conditions must also be met before unofficial spouse travel can be approved, including:

The aircraft is already scheduled for an official purpose;

A larger aircraft than originally identified is not required;

The travel is on a “noninterference” basis;

Official travelers are not displaced;

The travel is approved in advance and in writing by the appropriate authority for MilAir travel.

CONCLUSION

Spouse travel is a highly visible and sensitive area requiring careful oversight and prudent judgment by both requesters and approval authorities.

Each case must be reviewed on its facts - prior approval of similar travel does not automatically grant carte blanche approval of future similar official spouse travel. Justification for each trip must meet established criteria, and the proper authority must grant approval.

Proper documentation of requests will help both the approval process and responses to inquiries by those charged with oversight.

This guidance has been approved by the Air Force General Counsel's office. Refer questions to Dave Thomas in SAF/GCA, 703-697-2687.