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HEADQUARTERS UNITED STATES AIR FORCE  
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MEMORANDUM FOR DISTRIBUTION C  
MAJCOMs/FOAs/DRUs

FROM: AF/A4  
1030 Air Force Pentagon  
Washington, DC 20330-1030

SUBJECT: Air Force Guidance Memorandum to AFI 24-101, *Passenger Movement*

By Order of the Secretary of the Air Force, this Air Force Guidance Memorandum immediately changes AFI 24-101, *Passenger Movement*. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with (IAW) AFI 33-360, *Publications and Forms Management*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management Systems (AFRIMS) Records Disposition Schedule (RDS).

As a result of the publication of AF Policy Directive (AFPD) 24-6, *Distribution and Traffic Management*, AFI 24-101 is hereby renumbered as AFI 24-602, Volume 1. I hereby direct the Office of Primary Responsibility (OPR) for AFI 24-602 Volume 1 to conduct a special review in accordance with AFI 33-360 to align its content with AFPD 24-6.

This Memorandum becomes void after one-year has elapsed from the date of this Memorandum, or upon publication of an Interim Change or rewrite of the affected publication, whichever is earlier.

JOHN B. COOPER  
Lieutenant General, USAF  
DCS/Logistics, Engineering & Force Protection

**ATTACHMENT**  
***Guidance Changes***

**(Add)** 1.13.10. Establish written procedures to ensure all ITOs place emphasis during traveler briefings on their responsibility to meet scheduled show times and flight times to assist in preventing AMC Patriot Express no-shows. Also, establish written procedures that emphasize to travelers they must comply with all requirements to cancel Patriot Express flight reservations if travel plans change, or are cancelled prior to the scheduled reporting or flight times. Copies should be maintained to authenticate travelers acknowledged receipt of the information. Virtual or electronic procedures are acceptable.

**(Replace)** 1.17.7. Arranges port calls as required for permanent change of station (PCS), deployment and temporary duty (TDY) travelers. Briefs travelers on required travel documents and emphasizes their responsibilities to meet scheduled show times and flight times to assist in preventing AMC Patriot Express no-shows. When notification of changes or cancellations are received, the responsible ITO updates the traveler's status in the Global Air Transportation and Execution System (GATES) and/or notify the 618 Air Operations Center (AOC) Tanker Airlift Control Center (TACC), Passenger Operation Center at DSN 312-779-4024, commercial (618) 229-4024.

**(Add)** 1.18.15. Immediately notify their losing ITO if travel plans change or are cancelled prior to the scheduled reporting or flight times. If unable to contact the losing ITO, travelers should contact the 618 Air Operations Center (AOC) Tanker Airlift Control Center (TACC), Passenger Operation Center at DSN 312-779-4024, commercial (618) 229-4024.

**(Replace)** 3.14.2. The authorized government baseline travel cost is the GSA City Pair through fare rate, when applicable, or the Policy Constructed Commercial rate, for travel between the airport closest to the member's current PDS to the airport closest to the member's new PDS. **Note:** Any deviations to travel that involve a member self-procuring transoceanic travel must be approved by the servicing MPS and annotated in the member's travel orders for reimbursement **(T-1)**.

**(Add)** 3.25.5. Travelers must meet the scheduled show times and flight times to prevent no-shows **(T-1)**. Travelers must also cancel all Patriot Express flights if travel plans change or are cancelled prior to scheduled reporting or flight times **(T-1)**.

**(Replace)** 4.2.2. When unusual or emergency conditions exist, making use of the TMC impractical, or the TMC is unavailable/unable to provide the requested service, the ITO/TMC must issue a non-availability memo to the traveler allowing them to self-procure one-way or roundtrip tickets, whichever benefits the member, when approved in advance. **(T-1)**. The memo must identify Government costs limits for the official portion of the trip, and must be maintained by the traveler to assist with their voucher and to preclude problems with the traveler obtaining proper reimbursement. **(T-1)**.

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

**AIR FORCE INSTRUCTION 24-101**

**28 APRIL 2017**



**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*. It provides guidance and procedures for arranging official transportation of Air Force personnel issuing and processing travel documents and tracking travel costs. This instruction applies to individuals at all levels who prepare, manage, review, certify, authorize, approve or are otherwise involved in the worldwide movement of Air Force personnel. Use this instruction with the publications contained in **Attachment 1**. These procedures apply to all Air Force sponsored official travel and transportation chargeable to appropriated or non-appropriated funds. This AFI may be supplemented at any level, but all supplements that directly implement this publication must be routed to AF/A4LR for coordination prior to certification. Refer recommended changes and questions about this publication to AF/A4LR using the AF Form 847, *Recommendation for Change of Publication*; from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1, for a description of the authorities associated with the Tier numbers. Submit requests for waivers (where applicable) through the chain of command to the appropriate Tier waiver approval authority, or alternately, to AF/A4LR for non-tiered compliance items. Ensure all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of*

*Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS), Records Disposition Schedule (RDS). This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 5 USC § 57, Travel, Transportation, and Subsistence; 10 USC § 135, Under Secretary of Defense (Comptroller); and 10 USC § 136 Under Secretary of Defense for Personnel and Readiness. Privacy Act System of Records Notice A0037-1 SDDC, Defense Travel System, 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.

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

This publication has been substantially revised and must be reviewed in its entirety.

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## Chapter 1

### ROLES AND RESPONSIBILITIES

#### 1.1. The Secretary of the Air Force (SECAF) :

1.1.1. Establishes Air Force passenger transportation and travel policies.

1.1.2. Authorizes/approves exceptions to air transportation eligibility IAW DoDI 4515.13, *Air Transportation Eligibility*, Section 12, to permit travel of individuals not otherwise eligible, on DoD-owned, -controlled or -contracted aircraft, when travel is primarily of official interest to the Air Force.

1.1.3. Designates the following Air Force Premium Class Travel (PCT) (e.g. First and Business Class) approval authorities and reporting officials to meet DoD PCT Policy requirements (**Note:** Self approval of PCT is prohibited):

1.1.3.1. SECAF or the Under Secretary of the Air Force (SAF/US) is the approval authority and reporting official for **all** First Class travel;

1.1.3.2. SECAF, SAF/US for Business Class travel of four-star generals and civilian equivalents assigned to Headquarters Air Force (HAF);

1.1.3.3. 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;

1.1.3.4. Vice Chief of Staff of the Air Force (AF/CV), or SAF/AA in the absence of the AF/CV, for Business Class travel of MAJCOM/CCs;

1.1.3.5. MAJCOM/CC or CV, in the absence of the CC, for Business Class travel of personnel assigned to their MAJCOM, submits all requests to AFIMSC/IZSL, NGB or AFRC for review and coordination prior to approval consideration;

1.1.3.6. AF/CV and Assistant Vice Chief of Staff of the Air Force (AF/CVA), in the absence of the AF/CV, approves PCT for Primary Subordinate Unit (PSUs), Direct Reporting Units (DRUs) and Field Operating Agencies (FOAs).

1.1.3.7. The organization and duties relating to the Air Forces Special Air Missions Division are reassigned to AF/A3 (A3M) from the Office of the Assistant Vice Chief of Staff (AF/CVA) and delegates to AF/A3 the responsibilities and authorities listed in paragraph 1.4.

1.1.4. Authorizes/approves the use of Military Aircraft (MILAIR) for permanent change of station (PCS) travel for senior officials affected by extremely short notice assignments, late Senate confirmations, or contingencies.

1.1.5. Delegates to CSAF authority to approve MILAIR use for PCS travel of senior officials affected by extremely short notice assignments, late Senate confirmations, or contingencies, except for personnel assigned to the Secretariat.

1.1.6. Delegates to CSAF authority to approve MILAIR for senior AF officials.

1.1.6.1. MILAIR approval authority may be further delegated, in writing, but not below the MAJCOM/CV level.

1.1.7. Delegates to SAF/AA authority to approve MILAIR requests for personnel assigned to the Secretariat.

1.1.8. Authorizes/approves MILAIR requests from SAF/US and SAF/AA.

1.1.9. Delegates to Chief of Staff of the Air Force (CSAF) authority to approve requests for exceptions to air transportation eligibility IAW DoDI 4515.13, Section 12.

## **1.2. The Chief of Staff of the Air Force (CSAF):**

1.2.1. Implements Air Force passenger transportation and travel policies approved by SECAF.

1.2.2. Delegates to the AF/CV authority to approve requests for exceptions to air transportation eligibility, IAW DoDI 4515.13, Section 12, to permit travel of individuals not otherwise eligible, on DoD -owned, -controlled or -contracted aircraft, when movement is primarily of official interest to the Air Force.

1.2.3. Delegates to AF/CV, except for personnel assigned to the Secretariat, authority to approve MILAIR use for PCS travel of senior officials affected by extremely short notice assignments, late Senate confirmations, or contingencies.

1.2.4. Approves MILAIR requests from AF/CV.

1.2.5. Delegates to AF/CV authority to approve MILAIR requests from MAJCOM/CCs and AF/CVA (when travel is primarily for AF purposes).

1.2.6. Delegates to AF/CVA authority to approve MILAIR requests from Air Staff, DRUs and FOAs.

1.2.7. Delegates to MAJCOM/CCs or CV, in the absence of the CC, authority to approve MILAIR requests for personnel assigned to their MAJCOM (including MAJCOM/CV).

## **1.3. The Vice Chief of Staff of the Air Force (AF/CV)**

1.3.1. Authorizes/approves requests for exceptions to air transportation eligibility IAW DoDI 4515.13, Section 12, to permit travel of individuals not otherwise eligible, on DoD-owned, -controlled or -contracted aircraft, when movement is primarily of interest to the Air Force.

1.3.2. Authorizes/approves requests for exceptions to transportation policy for spouse/family member travel originating from MAJCOM/CCs, where approval has not been delegated.

1.3.3. Authorizes/approves requests for Business Class travel accommodations for MAJCOM commanders and the Director of the Air National Guard (when not covered by the National Guard Bureau).

1.3.4. Authorizes/approves requests for Business Class travel accommodations for Air Force uniformed service members, Air Force civilian personnel, and dependent family members assigned to DRUs, and FOAs and PSUs when the request meets the criteria in the Joint Travel Regulations (JTR). AF/CVA may approve these requests in AF/CV's absence.

1.3.5. Authorizes/approves the use of MILAIR for PCS travel for senior Air Force officials affected by extremely short notice assignments, late Senate confirmations, or contingencies.

1.3.6. Authorizes/approves MILAIR requests from MAJCOM/CCs and AF/CVA when travel is primarily for AF purposes. AF/CVA may approve MAJCOM requests in AF/CV's absence, and requests for AFV/CVA will be forwarded to CSAF for action.

1.3.7. Authorizes/approves official travel for spouses/family members of MAJCOM/CCs who are not four-star generals.

#### **1.4. The Air Force Deputy Chief of Staff for Operations (AF/A3).**

1.4.1. Authority to process, prioritize and validate distinguished visitor (DV) airlift missions for senior national and Air Force senior leadership; task/schedule executive aircraft in support of national leadership; task/schedule Service Secretary Controlled Aircraft (SSCA) in support of Air Force senior leadership; validate Office of Secretary of Defense (OSD), Headquarters Air Force (HAF), Continental United States Major Command (MILAIR) requests and requests for helicopter support involving 1st Helicopter Squadron aircraft; and provide 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).

1.4.2. Authority relating to approving premium class travel in absence of the Vice Chief of Staff (AF/CV) for DRUs and FOAs.

1.4.3. Authority relating to validating, scheduling and tasking specific fixed-wing missions as SSCA missions and scheduling Special Air Mission (SAM) aircraft, as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive (DoDD) 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*.

1.4.4. Authority relating to managing and executing all aspects of the SAM aircraft assigned to the 89th Airlift Wing, as delegated by the SECAF pursuant to DoDI 4515.13.

1.4.5. Authority to determine additional SSCA missions in support of Air Force or other Department of Defense requests utilizing the designated Air Force SSCA fleet of two C-20/C-37s and four C-21s assigned to Joint Base Andrews and Scott Air Force Base.

1.4.6. Authority to approve MILAIR travel requests for: personnel assigned to the Air Staff, DRU, or FOA; four star and three star general MAJCOM/CCs; and spouses of MAJCOM/CCs who are not four star generals. Disapproval of any MAJCOM/CC MILAIR travel request must first be coordinated with AF/CV.

1.4.7. In AF/A3's absence, requests covered by paragraph 1.4 will be forwarded to AF/CVA for action, and in the event that neither AF/A3 nor AF/CVA is available, to AF/CV for action.

#### **1.5. Special Air Missions Division, Office of the Deputy Chief of Staff for Operations (AF/A3M).**

1.5.1. Tasks/schedules Executive Aircraft (EA) in support of our nation's senior leaders, and if required coordinates use of the other Service Combatant Commander (COCOM) assigned EA through the Executive Airlift Scheduling Activity (EASA).

1.5.2. Service Secretary Controlled Aircraft (SSCA) Branch validates MILAIR requests of AF senior leadership; routes requests for approval to AF/A3 or SAF/AA as appropriate; tasks/schedules SSCA aircraft to support AF senior leadership.

1.5.3. Operational Support Aircraft (OSA) Branch validates MILAIR requests from OSD, Secretariat and Air Staff; routes requests for approval to SAF/AA or AF/A3 as appropriate; tasks/schedules DV rotary missions on IHS aircraft.

1.5.4. Presidential Flight Support (PFS) Branch 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).

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

1.6.1. Establishes policy and implements procedures for the evacuation of medical patients by air, both in the continental United States (CONUS) and inter-theater outside the continental United States (OCONUS) in coordination with the Director of Transportation, theater and overseas Commands and Headquarters, Air Mobility Command (AMC), regarding patient movement.

1.6.2. Determines eligibility for and validates aero-medical evacuation of DoD and non-DoD patients.

1.6.3. Establishes medical criteria travelers must meet to qualify for transoceanic medical travel.

1.6.4. Coordinates/validates the necessity of requests for First Class travel accommodation based on medical reasons.

1.6.5. Coordinates/validates the necessity of requests for transoceanic travel by surface based on medical reasons of dependent family members for PCS/PCS type travel.

#### **1.7. The Deputy Chief of Staff for Logistics, Engineering and Force Protection (AF/A4)**

1.7.1. Develops and publishes passenger policy for Air Force passenger movement IAW SECAF delegated responsibilities.

1.7.2. Coordinates with other HAF offices and military Services on Air Force and Joint passenger travel matters.

1.7.3. Staff travel requests requiring AF/CV approval for exceptions to transportation policy IAW DoDI 4515.13, [Chapter 12](#), to permit travel of individuals not otherwise eligible or not otherwise delegated on DoD- owned, -controlled or -contracted aircraft.

1.7.4. Staff travel requests for First Class accommodations to SECAF for approval when they meet the appropriate approval criteria of the JTR and this instruction.

1.7.5. Staff travel requests for Business Class accommodation to AF/CV or the appropriate approving official for requests originating at Air Staff, DRUs, FOAs and other organizations/agencies where authority is not otherwise delegated, and when the requests meet the appropriate approval criteria of the JTR and this instruction.

1.7.6. Staff requests requiring AF/CV approval for use of MILAIR for PCS travel for senior officials affected by extremely short notice assignments, late Senate confirmations, or contingencies.

#### **1.8. The Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1)**

1.8.1. Serves as the office of primary responsibility (OPR) for Air Force uniformed service members, DoD Air Force employees and dependent family member entitlements, and allowances in the JTR.

1.8.2. Serves as program manager for Air Force military and civilian personnel for all aspects of family member transportation and travel entitlements.

### **1.9. Overseas Major Command (MAJCOM) Commanders.**

1.9.1. Ensures procedures are established to transport eligible passengers and patients within their commands and theaters.

1.9.2. Staff individual requests for approval of official MILAIR travel to COCOM when travel is primarily for COCOM purposes.

1.9.3. Staff individual requests for approval of official MILAIR travel to AF/CV when travel is primarily for AF purposes, where approval authority not delegated.

### **1.10. Major Command (MAJCOMs) Commanders**

1.10.1. Authorizes/approves spouse/family member travel requests for personnel within their command IAW this instruction paragraphs 2.12.7.4 through 2.12.7.10. Endorses and staffs other spouse and non-spouse family member travel requests IAW paragraph 2.12.8 of this instruction.

1.10.2. Endorses and staffs requests for exceptions to transportation policy IAW DoDI 4515.13, Section 12, and this instruction for travel of individuals not otherwise eligible to AF/CV (provide information copy to AF/A4LR) for consideration. Requests must be submitted to AFIMSC/IZSL, NGB and AFRC for coordination and forwarded to AF/A4LR no later than 25 duty days prior to the desired travel date.

1.10.3. Endorses and staffs requests for First Class accommodations through AFIMSC/IZSL for coordination to AF/A4LR for staffing to SECAF for approval/disapproval no later than 25 duty days prior to desired travel date. In instances where time does not permit advance staffing, endorses and staffs after-the-fact requests for First Class accommodations through AFIMSC/IZSL for coordination to AF/A4LR for staffing to SECAF.

1.10.4. Approves Business Class travel requests for Air Force uniformed service members, Air Force civilian personnel, and dependent family members assigned to their command when the request meets the criteria in the JTR.

1.10.5. Endorses requests for the use of MILAIR for PCS travel for senior officials affected by extremely short notice assignments, late Senate confirmations, or contingencies, coordinated through AFIMSC/IZSL to AF/A4LR for staffing to AF/CC/CV.

1.10.6. Authorizes/approves MILAIR/OSA for official passenger travel exception to policy requests for MAJCOM, Numbered Air Force (NAF), and subordinate wing travelers IAW DoDD 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*, DoDI 4515.13, and DoDI 4500.43, *Operational Support Airlift (OSA)*.

1.10.7. Approves MILAIR requests from their MAJCOM/CV.

1.10.8. Recommend changes and request policy review of transportation and travel entitlement from AFIMSC/IZSL,

**1.11. Units Aligned Under the HAF-The Deputy Chiefs of Staff 2-Letter Principals:** Staff and endorses requests for exceptions to transportation policy IAW DoDI 4515.13, Section 12, and this instruction, coordinated through AFIMSC/IZSL for MILAIR/OSA travel of individuals not otherwise eligible to travel.

**1.12. Headquarters, Air Mobility Command (HQ AMC).**

1.12.1. Operates the common-user Passenger Operations Center (POC) system for international air travel on Transportation Working Capital Fund (TWCF) missions.

1.12.2. Establishes policies to secure international travel reservations for Air Force travelers.

1.12.3. Implements policies and procedures to support passenger and patient movement requirements.

1.12.4. Implements policies and procedures for the evacuation of patients by air, both in the CONUS and inter-theater OCONUS.

1.12.5. Establishes policies and procedures to operate commercial gateway aerial ports for DoD-owned, -controlled or -contracted aircraft arrivals and departures.

1.12.6. Establishes policies and procedures for AMC and non-AMC funded small air terminal operations, to ensure excess seats on departing aircraft are offered to eligible space-available (Space-A) travelers.

1.12.7. Establishes policies and procedures for maintaining Space-A registers and accepting requests from eligible travelers via automated and manual means (fax, e-mail, etc.).

1.12.8. Serves as DoD OPR and submits recommendations to the General Services Administration (GSA) for the Airline City Pair Program (CPP).

1.12.9. Establishes policies to assist passengers affected by delayed/stranded DoD-owned, -controlled or -contracted aircraft.

1.12.10. Coordinates with other military services on passenger policy travel matters affecting passenger movement by air on DoD-owned, -controlled or -contracted aircraft.

1.12.11. Submits requests and supporting facts regarding ineligible passenger movement (hereafter referred to as questionable travel) to appropriate Services concerned IAW DoDI 4515.13, Section 12.

1.12.12. Submits requests and supporting facts for the removal of Space-A privileges for uniformed service members, family members and retired members to the military service department concerned.

**1.13. Air Force Installation and Mission Support Center (AFIMSC/IZSL) (NGB/AFRC led installations will follow procedures applicable to and established by their respective MAJCOM)**

1.13.1. Provide AF wide intermediate-level organizational advice, planning, and oversight for Passenger Travel.

1.13.2. Directly consult, coordinate and advise subordinate and MAJCOM subordinate activities providing transportation and travel entitlements and performing Passenger Travel functions.

1.13.3. Have Direct Line of Authority (DIRLAUTH) to AF/A4LR and AF units (e.g., flights, squadrons, wings) to assist in day-to-day management and execution for Passenger Travel functions; likewise, units are authorized DIRLAUTH to work with AFIMSC.

1.13.4. Provide Subject Matter Expert (SME) support to installations and coordinate with AFMC/A4RT, United States Transportation Command (USTRANSCOM), MAJCOMs, and appropriate agencies when required.

1.13.5. Identify service requirements, determine workload and ticketing volumes, and coordinate suggested changes/inquiries to the Travel Management Company (TMC) contracts with AF/A4LR and/or the Defense Travel Management Office (DTMO) and provide an informational copy (once approved) to AF/A4LR and the requestor.

1.13.6. Staff PCT and Spouse Travel and requests for exceptions to travel policy for MILAIR/OSA to AF/A4LR or applicable approval office IAW AFPD 24-1 *Personnel Movement* and this instruction.

1.13.7. Determine whether transportation charges for official travel and transportation are billed to the Centrally Billed Account (CBA) or Individually Billed Account (IBA) for all Air Force Active Component Installations. **Note:** NGB/AFRC led installations will follow procedures applicable to and established by their respective MAJCOM.

1.13.8. Unused Ticket Reporting (UTR)

1.13.8.1. Execute quarterly, Fiscal Year, UTR data call and consolidate for prior to submitting to AF/A4LR.

1.13.8.2. Provide CBA reconciliation support, including assistance with CBA Exceptions to Policy requested through SAF/FM for suspended accounts.

1.13.8.3. Review delinquency reports from SAF/FM and disseminate to installations for action if necessary.

1.13.8.4. Assist installations when their CBA is suspended. This may require lateral CBA support from another installation until a unit's suspended CBA is resolved.

1.13.8.5. Process installation personnel Premium Class Travel (PCT) Requests (First and Business Class Travel)

1.13.8.6. Review request for PCT and ensure it meets JTR and this instruction's approval criteria.

1.13.8.7. Provide an evaluation and recommendation to the MAJCOM/A4 for further routing to MAJCOM/CV and higher if required by this instruction.

1.13.8.8. Monitor/update the DTMO Premium Class Travel Reporting Tool in accordance with the Other than Economy/Coach Class (OTECC) reporting requirement.

1.13.8.9. Review PCT Tool upon receipt of the OTECC or as requested by AF/A4LR.

1.13.8.10. If after-the-fact approval is required for any unapproved PCT travel, coordinate with the origin installation for approval/disapproval and process/upload substantiating documentation in PCT Tool, as required.

1.13.8.11. If after-the-fact approval is not required and (AFIMSC/IZSL has been notified and sent the appropriate documentation), upload supporting documentation in the PCT Tool.

#### 1.13.9. Spouse/Family Member Travel Requests

1.13.9.1. Receive, review, validate and staff requests to ensure compliance with the JTR and this instruction.

1.13.9.2. Provide MAJCOMs travel and transportation policy review and recommendations when required.

### 1.14. Installation/Wing Commanders.

1.14.1. The Area, Activity, or Installation Commander (or delegated Mission Support/Maintenance Group Commanders) will appoint a military member or civilian employee (not a-contractor) to serve as the Transportation Officer (TO) TO in accordance with (IAW) the Defense Transportation Regulation (DTR), Part I, **Chapter 101**, paragraph D. [http://www.ustranscom.mil/dtr/individual\\_missions\\_roles\\_and\\_responsibilities.pdf](http://www.ustranscom.mil/dtr/individual_missions_roles_and_responsibilities.pdf). **(T-0)**.

1.14.2. For continuity of operations, all installations have earned and been provided a civilian TO position. The TO is a vital position that ensures continuity of Traffic Management operations. Additionally, the TO is the Distribution Manager of the AF Supply Chain which ensures cargo, passenger, and personal property is properly entered into the Defense Transportation System.

1.14.3. The TO must be a 2130/0346 series civilian in the minimum grade of GS-11, or a minimum Control AFSC (CAFSC) of 2T091, Senior Master Sergeant (SMSgt). **(T-0)**. In order to ensure appropriate experience for this critical position, a hiring panel (of at least three members) is recommended to hire all civilian TOs or Deployment Distribution Flight Chiefs, if they also hold the position of TO. **(T-1)**. It is suggested that the hiring panel is chaired by the LRS/APS Commander, an AFIMSC 2T000/CMSgt, (when available), and a third member at the discretion of the LRS/APS Commander. The hiring panel will evaluate each candidate's knowledge, skills and abilities as appropriate to the position. The Installation Transportation Officer Appointment Worksheet/Checklist (Attachment: 2) or suitable substitute should be used as a foundation for both the hiring matrix and to develop interview questions. **Exception:** At contracted locations where no qualified civilian or military personnel are available, the Contracting Officer Representative may be appointed as TO. **Note:** If a 2T071 MSgt, with a promotion line number to SMSgt is filling a 2T091 Unit Manning Document position (Duty AFSC), they may be appointed as the TO during civilian vacancies.

1.14.4. When a civilian TO position is vacant or a minimum CAFSC 2T091 SMSgt is not available, AFIMSC/IZSL and Air Reserve Components may approve appointment of a CAFSC 2T071 Master Sergeant to serve as the interim TO until a qualified civilian is hired. This appointment should be for no longer than 180 days to allow sufficient time to fill the TO vacancy. **Exception:** AFIMSC/IZSL may approve an extension beyond 180 days on a case-by-case basis when the installation, area, or activity commander staffs a formal extension request. A waiver template is available at the AFIMSC Traffic Management SharePoint®.



Note: CAFSC 2T071 MSgts may be appointed as the TO, without a waiver, by the deployed Wing/CC or delegated Mission Support Group Commander. **(T-1)**.

1.14.5. IAW the DTR, appointment of the TO will be accomplished by special order and prepared IAW AFI 33-328, Administrative Orders, Paragraph 2.1, Table 2.1, Rule 35, Series M. (T-0). Use the template located on the AFIMSC Traffic Management SharePoint®.

1.14.6. Provides sufficient working space within government facilities, utilities and telephone service for an official (contracted) TMC, co-located with the passenger reservation function.

1.14.7. Ensures uniformed service members, DOD civilian personnel and family members receive proper orders for cost-charge travel when travelers report to their base without funds.

1.14.8. Endorses requests for exceptions to transportation policy to permit travel of individuals not otherwise eligible, for travel on DoD-owned, -controlled or -contracted aircraft, coordinated through Logistics Readiness/Aerial Port Squadron- Passenger Travel (TO) function. Requests must be sent to AFIMSC/IZSL for staffing.

1.14.9. Endorses requests for PCT (both First Class and Business Class travel) originating from the wing for Air Force uniformed service members or Air Force personnel, coordinated the through TO. Requests must be sent to AFIMSC/IZSL for staffing to AF/A4LR.

### **1.15. Logistics Readiness Squadron (LRS) and Aerial Port Squadron (APS) Commanders**

1.15.1. Organize, program, and manage resources to support host, tenant, and geographically separated units' requirements for passenger travel services.

1.15.2. Evaluate TO candidates to ensure they are fully qualified IAW 1.12.2 of this instruction and the DTR. **(T-1)**.

1.15.3. Appoints the CBA Certifying Official or delegates the appointment authority to the TO The appointment must be in writing and a copy of the appointment letter, and DD Form 577 must be on provided to the DFAS Indianapolis Disbursing Office. **(T-0)**.

1.15.4. Plan for training workshops and seminars to ensure personnel remain current and/or adequately trained in conducting traffic management duties. **(T-2)**.

### **1.16. Orders Issuing and Approving Official .**

1.16.1. Issues or approves travel orders for official travelers authorized government funded transportation.

1.16.2. Directs eligible members to utilize the Individual Billing Account (IBA), when assigned, or include an exemption statement in the travel orders. **(T-1)**.

1.16.3. Ensures special conveyance, accommodations, services and authorizations are in the orders IAW AFI 65-103, *Temporary Duty Orders*.

1.16.4. Directs official travelers to use the Defense Travel System (DTS) (or report to the ITO/TMC when the DTS is unavailable) to arrange their official travel.

1.16.5. Issues orders for members absent without leave (AWOL), indigent, or on leave without funds, to allow issuance of a cost-charge commercial airline ticket.

1.16.6. Authorizes member and/or family members with command medical authority certification to travel via surface transportation, vice air.

1.16.7. Includes the rationale and approval authority validation for PCT air accommodations in the remarks section of the TDY orders.

1.16.8. Annotates excess accompanied baggage in the traveler's orders, IAW AFI 65-103; AFI 36-2102, *Base-Level Relocation Procedures*; and JTR, **Chapter 3**.

1.16.9. Approves or denies payments to travelers or vehicle rental companies for damage to vehicles incurred while rented to a traveler. Such payments are miscellaneous expenses claims submitted to the FSO for processing in Vendor Pay.

### **1.17. Transportation Officer (TO).**

1.17.1. Single manager and intermodal decision maker for installation (including Joint Bases) passenger movement, personal property, cargo movement and packaging functions.

1.17.2. Ensures TO personnel receive proper training and have access to all applicable systems pertaining to passenger movement duties.

1.17.3. Ensures eligible travelers (non-exempt from mandatory use) use IBAs for all official travel.

1.17.4. Serve as Contracting Officer Representative (COR), alternate COR, or ordering officer for transportation-related FAR-based contracts.

1.17.5. Maintains overall responsibility for passenger reservations. Ensures electronic ticketing is used to the maximum extent possible.

1.17.6. Ensures travel arrangement and ticketing is provided to meet mission requirements.

1.17.7. Arranges port calls as required for permanent change of station (PCS), deployment and temporary duty (TDY) travelers. Briefs travelers on required travel documents

1.17.8. Serves as the functional point of contact (POC) for the TMC and the transportation industry. Assists travelers with lost ticket applications.

1.17.9. Appoint Quality Assurance Evaluator (QAE) to ensure the TMC provides services required under the official travel contract IAW the contract's Performance Work Statement (PWS) using the Quality Assurance Surveillance Plan (QASP). **(T2)**.

1.17.10. Ensure passengers are advised to contact the authorized APOE AMC Customer Service Branch when affected by a delayed DoD-owned or controlled aircraft. **Note:** passengers transiting non-AMC ports/terminals should always be advised to contact their respective AO or losing FSS for guidance.

1.17.11. Processes suggested changes/inquires to TMC contract through AFIMSC/IZSL.

1.17.12. Staffs requests for PCT accommodations originating from Air Force uniformed service members or civilian personnel through the chain of command. Reference paragraphs 2.8 and 2.9 this instructions.

1.17.13. Advises travelers to coordinate approved PCT upgrade with appropriate airline carrier for using frequent flyer miles or other personal changes to the official travel itinerary not processed by the official TMC.

1.17.14. Arranges transoceanic ocean-going ship travel when authorized by the Orders Issuing Official/AO.

1.17.15. Provides written LICWO cost comparisons and advises travelers of options. Advises travelers to maintain a copy for travel voucher processing.

1.17.16. Ensures the TMC complies with PCT requirements in accordance with the contract, and that this is a special interest item with regard to quality control checks.

## **1.18. Air Force Traveler**

1.18.1. Complies with instructions from the CPO/MPS, Authorizing/Order-Issuing Official (AO), LRS/APS-Passenger Travel and those outlined on travel orders IAW AFI 65-103, , and AFI 36-2102, , as applicable. Provide ITO travel orders when requested. Complies with use of the Government Travel Card (GTC) policies for official travel unless exempt from mandatory use IAW DoDI 5154.31, Vol. 2, *Commercial Travel Management*.

1.18.2. Adhere to the Government's policy that use of the TMC is mandatory to arrange official travel when available.

1.18.3. Air Force civilian personnel are required to make all travel arrangements according to the JTR, par. 2400 and DTR 4500.9-R and this instruction.

1.18.4. Submit circuitous travel requests in conjunction with PCS IAW AFI 36-2102, in sufficient time, to permit proper staffing. Maintain copies for travel voucher processing.

1.18.5. Safeguard paper (if issued) tickets. If tickets are lost while in the custody of the traveler, the traveler is responsible for procuring replacement tickets with personal funds. Contact TO and TMC if tickets are lost and file a lost ticket application with the airline.

1.18.6. Complies with routings/tickets, accommodations and instructions (e.g. meets boarding processing times and scheduled transportation departures) provided by ITO/TMC.

1.18.7. For international travel (including connections and layovers), have valid passport, visas, immunization records and all other required travel documentation in their possession before beginning travel. See DoD 4500.54-G Foreign Clearance Guide, AFI 24-401, *Customs Europe*; AFI 24-402, *Customs Pacific*; AFI 24-403, *Customs Southern*; and AFI 24-404, *Customs Domestic*, for further guidance.

1.18.8. Turn in all unused tickets or report unused electronic tickets to TMC/ITO and obtain a receipt for travel voucher processing.

1.18.9. Coordinates travel arrangements for pets on AMC missions with the ITO, or TMC if applicable. When pet spaces are unavailable on AMC missions, the traveler is solely responsible for shipping their pets using a commercial airline. The DoD order of precedence as outlined in paragraph 2.3 applies.

1.18.10. Complete and sign all official documents, certificates and statements when requested.

1.18.11. Ensure competent medical authority certifies the traveler (sponsor or dependent) is medically unable to use air, and surface transportation is the only reasonable alternative (JTR, para 3655-B). If certified, the Air Force uniformed service member or civilian employee may accompany family members on ocean-going ship travel. A traveler and/or

dependents authorized to travel by ship at Gov't expense must use the least costly room accommodations. More costly accommodations at Gov't expense must be authorized/approved IAW JTR par.3660-C. Rooms aboard ships are normally sold based on double occupancy and there is a rate per person. A person traveling alone is ordinarily charged 1.5 times the per person rate when not sharing the room.

1.18.12. Retain copies of TMC provided itineraries, adjustments, tickets, and lodging receipts, etc., to file with travel voucher for payment.

1.18.13. Submit requests for rest stops (if desired) on international flights by following the procedures in paragraph 3.7.6

1.18.14. Verify, prior to travel, the commercial airline's baggage allowance, size, number and the weight of personal checked baggage. **Note:** Baggage allowance rules for international travel on foreign carriers vary by carrier and country, and may authorize less weight and/or use kilograms to monitor the weight.

### **1.19. Traffic Management Cyber Discipline**

1.19.1. For the purpose of this AFI, Electronic Tools (eTools) are portable electronic devices (e.g. tablets, laptop computer, hand-held device) that operate in a disconnected mode and/or, are certified to inter-operate on Air Force (AF) networks, are mission critical because they are used to capture information and exchange transportation and supply data with approved logistic information systems. **Note:** eTools do not include electronic devices and test equipment issued and configuration managed by a system Program Manager (PM). The intent of this guidance is to reduce cyber risk and assign responsibility that provides the best possible opportunity for success for achieving mission assurance in cyber threat environments.

1.19.2. Unit Commanders will ensure eTools are used for official and authorized purposes only IAW 17 Series publications and locally developed procedures as needed. **(T-1).**

1.19.3. Assigned eTools users will NOT install, download, and access any unauthorized files or software on any eTools. (e.g. games, mp3s, tablet, phone applications). **(T-1).**

1.19.4. Users will NOT use, access, or insert unauthorized external media devices to any eTools. **(T-1).**

## Chapter 2

### TRAVEL POLICY

**2.1. Basic Travel Considerations.** The ITO or the TMC makes official travel arrangements and provides reservations and ticketing for all uniformed service members, DoD civilian employees, their family members and non-DoD personnel when travel orders authorize travel and transportation.

2.1.1. The primary consideration when arranging official travel is to satisfy mission requirements as determined by the Authorizing/Order-Issuing Official (AO) following DoD and Air Force transportation and travel policies.

2.1.2. Each traveler, including all infants, must be issued a ticket and provided a seat on all conveyances. **(T-0)**.

2.1.3. Official Travel. IAW JTR Appendix A., official travel may be performed within or in the vicinity of a permanent duty station (PDS); to or from the actual residence; to, from, or between PDS; and to, from, at, and between temporary duty (TDY) locations.

**2.2. DoD Approved Carriers.** DoDI 4500.53, *DoD Commercial Air Transportation Quality and Safety Review Program*, requires the DoD to procure commercial air transportation services from air carriers approved by the DoD Commercial Airlift Review Board (CARB), HQ AMC/A3B, unit 3A1, 402 Scott Drive, Scott AFB IL, 62269-5302, DSN 779-1751, Commercial (618) 229-1751.

2.2.1. The CARB is authorized by law to make decisions regarding the temporary non-use or permanent suspension of an air carrier in the DoD Air Transportation Program. DTMO and HQ AMC/A3B maintains a listing of DoD approved and suspended air carriers, and provides updates to the Services.

2.2.2. The listing is updated/released quarterly via message to AF/A4LR and QAE's and must be reviewed before making commercial air travel arrangements. A current listing may be obtained by contacting DTMO, Program Management Office or AF/A4LR.

### **2.3. Order of Precedence for Travel .**

2.3.1. DTR 4500.9-R, Part 1, **Chapter 103** establishes that the ITO/TMC must use a specific order of precedence when making official travel arrangements. Accordingly, the DoD policy, in the following priorities, in order of precedence, must be used for passenger airlift: **(T-0)**.

2.3.2. United States Transportation Command (USTRANSCOM) -contracted airlift (e.g., Patriot Express (PE) channel airlift) for OCONUS travel unless there is a documented negative critical mission impact. **(T-0)**. Refer to DTR Part 1, Appendix O for routing instructions and additional guidance.

2.3.2.1. Even if the service can be provided at less cost by a commercial air carrier.

2.3.2.2. Even if commercial air service is preferred by or is more convenient for the traveler.

2.3.2.3. OCONUS travel requests generated by the Defense Travel System must be routed through the TO prior to commercial carrier consideration to ensure USTRANSCOM seats are fully utilized.

2.3.2.4. To support non-use of AMC-PE due to a documented negative critical mission impact, a mission impact statement must be provided by the traveler and certified/signed by their unit commander or designee (only in the commander's absence), detailing the impact of remaining booked on the AMC flight. Use either the format in Attachment 2, a locally generated written request for the mission impact statement. In addition the ITO also uses the mandatory non-availability statement/message generated by the Global Air Transportation and Execution System (GATES) for the requested travel window as validation that AMC is not available. Prior to scheduling commercial accommodations, and in order to receive the mandatory GATES non-availability statement/message, ITOs must place all unsupported GATES travel requests on hold and wait for AMC to provide the non-availability statement/message **(T-1)**.

2.3.3. Scheduled commercial air service contracted through the General Services Administration (GSA) Airline City Pair Program (CPP) contract.

2.3.4. Other U.S. CRAF carriers.

2.3.5. DoD-approved, non-CRAF U.S. Flag carriers.

2.3.6. Scheduled service on U.S. air carrier that are neither DoD-approved nor-disapproved (for individual travel only).

2.3.7. DoD-approved foreign flag carriers.

2.3.8. Non-DoD-approved carriers (for individual travel).

**2.4. U. S. Flag Carriers** . Travelers must use U.S. flag carriers for travel funded by the U.S. government. **(T-0)**. The use of foreign flag carriers is prohibited when U.S. carriers are available.

2.4.1. The exception to this requirement is if a U.S. flag carrier has a Code Share Agreement with a foreign partner airline. A Code Share Agreement, sometimes simply called Code Share, is an aviation business arrangement where two or more airlines share the same flight. A seat can be purchased on one airline but is actually operated by a cooperating airline under a different flight number or code. Any tickets issued under a code share agreement must show the U.S. flag carrier as the ticket issuing authority, and is not considered a foreign carrier (B- 240956; Sep 25, 1991; 70 Comptroller General 713, 1991). **(T-0)**. When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the U.S.-certificated air carrier flight number must be used on the ticket. **(T-0)**. If the non-U.S.-certificated air carrier flight number is used on the ticket, the ticket is on a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed. See JTR, par. 3525.

2.4.2. When the ITO/TMC determines U.S. flag carriers are not available, including a code share partner, documentation must be provided to the traveler and Authorizing/Order Issuing Official (AO) advising that only foreign carriers are available for the requested travel segment(s). **(T-0)**. The AO may approve the use of foreign flag when the ITO/TMC determines US Flag carriers are not available. Reference JTR para. 3525.

2.4.3. If it is determined that U.S. flag carriers are not available, ITO/TMC must provide documentation explaining why a U.S. flag carrier cannot be used must be provided to the traveler and endorsed by the AO. **(T-0)**. The documentation must include the name of the traveler, foreign-flag ship(s) or air carrier(s) used, flight identification number(s), origin, destination and enroute points, date(s), justification, and authorizing/approving official's title, organization and signature. **(T-1)**.

2.4.4. The Order Issuing Official/AO must annotate the travel order reflecting U.S. flag carrier is not available to satisfy mission requirements and that a foreign flag carrier was authorized/approved for use. **(T-1)**.

2.4.5. When U.S. flag carriers are available, travelers with prior authorization to personally-procure airline tickets (e.g., LICWO or circuitous routing), must be advised by the AO/ITO/TMC not to use foreign flag carriers over segments of their travel for which reimbursement for travel must be claimed. **(T-1)**. Reimbursement is not provided (for any leg of the journey) for transportation costs when unauthorized/unapproved foreign carriers are used. If U.S. flag carrier service is available for an entire trip and the traveler uses a foreign carrier for any part or all of the trip, the transportation cost on the foreign carrier is not payable (Code of Federal Regulations, Title 41, **Chapter 301**, Part 301-10).

## **2.5. Use of General Services Administration (GSA) Airline City Pair Program (CPP).**

2.5.1. Uniformed service members and DoD employees on official travel are mandatory users of the GSA Airline CPP. There are two types of GSA City Pair fares, non-restricted City Pair fares (YCA) and capacity controlled City Pair fares (\_CA), which are less expensive than YCA fares, but have some limitation or restrictions. The \_CA fares should be used if the restrictions do not hinder mission accomplishment. The ITO must use this program when a City Pair exists between the origin and destination listed in the official travel order. **(T-2)**.

2.5.2. Government contractors and contractor employees are governed by the rules in the Federal Acquisition Regulations (FAR) 31.205-46, and are not government employees and are therefore not eligible, under any circumstances, to use GSA City Pair airfares, or any travel-related item restricted to government employees.

2.5.3. Government airfares (e.g., GSA City Pair fares - YCA and \_CA, air fares offered by non-contract carriers at City Pair rates - \_DG, international non-contract air fare - MMZ, etc.) may be used for official DoD travel only, but only after City Pair fares are deemed to be unavailable. City Pair fares may not be segmented when a through-fare exists, even if it costs less. Constructed YCA and \_CA fares may be used when there is no through-fare between the origin and destination listed on the official travel orders. Unlike YCA and \_CA fares, when using other government fares such as YMZ, MMZ, MDG, HDG, the use of through or segmented fares may be used to meet mission requirements when they provide the overall best value. Some airlines may have restrictions, check with appropriate airline carrier for specifics.

2.5.4. Exceptions to the use of GSA City Pairs Program can be found in the DTR 4500.9-R, Part 1, Ch.103.

2.5.5. This program is mandatory for group travel up to 9 passengers. For additional information on guidance on obtaining group travel arrangements for 10 or more passengers, see paragraph 3.5.

2.5.6. IAW JTR Appendix O. An AO may direct a member to perform TDY (when TDY was unknown prior to leave) from the leave location. In these cases, a City Pair fair is authorized from the leave location to the TDY location.

**2.6. The TMC .** The TMC is a civilian operated business under contract with the DoD that provides transportation and travel services for uniformed service members, DoD employees and authorized dependents as outlined in the scope of the contract (Performance Work Statement) and DTR 4500.9-R, Part I, **Chapter 102**. Use of the TMC for official travel is mandatory when it is available (physically, telephonically, and electronically). The TMC shall not issue tickets to the traveler without a valid travel order/authorization or written approval from TO/AO. **(T-1)**. Travelers must arrange commercial transportation, rental cars (if authorized), and government and commercial lodging through the TMC. **(T-0)**. The TMC arranges international government airlift under Air Mobility Command (AMC) contract/control when it is available and when it satisfies mission requirements (if identified in the TMC Performance Work Statement (PWS)). The TMC captures, record and report Statistical Collection of Passenger Travel (STATCO) Data in accordance with DTR 4500.9-R, Part I, Appendix H. The TMC makes Government and commercial lodging reservations with the automated interfaces (when available) and documents “non-availability” for Government lodging on trip records when appropriate. The TMC calculates a “should-cost estimate” based on traveler and TMC inputs and forward the information to the AO for review. Ticketing must not occur until the TMC receives approval from the AO and no earlier than three government business days for CONUS, and five government business days for OCONUS prior to travel. **(T-0)**.

2.6.1. The TMC provides the ITO with the data required to complete the Unused Ticket Data and Refund Data report.

2.6.2. Unused ticket reports are due to AFIMSC/IZSL via SharePoint® or a designated automation system, no later than the 5th calendar day after TMC report is made available. **(T-2)**. AFIMSC/IZSL’s consolidated report is due to AF/A4LR no later than the 21st of the following month after the end of each quarter.

**2.7. Use of Premium Class Travel (PCT) Accommodations.** DoD policy requires the use of least expensive coach class transportation accommodations for all official travel. **(T-0)**. PCT upgrades are permitted without approval when there is no cost to the Government (e.g., through the use of cash or frequent traveler benefits). PCT Categories. There are two types of PCT accommodations: first class and premium class other than first class (hereafter referred to as business class).

2.7.1. The ITO must educate the populace that advance planning is required to ensure travelers comply with DoD’s and Air Force PCT policy. **(T-0)**. PCT accommodations are authorized on an exemption basis only in order to meet mission requirements. Blanket authorization/approval of PCT and self-approval of PCT is not permitted.

2.7.2. Economy Plus/Coach Elite Seating. Economy plus/coach elite seating service may vary from airline to airline, but it is considered economy/coach cabin and is not other than economy/coach travel, and only requires the authorizing/order-issuing official approval. This



seating is typically designated by the airline within the economy/coach passenger cabin. The seats typically have additional legroom. The AO must determine that the additional cost of economy plus type seating is in the Government's interest, and/or necessary because the traveler and/or dependent is limited by a special need (see JTR App A1) such that lesser cost economy/coach accommodations are not adequate. **(T-0)**. (Reference: JTR 3515).

2.7.3. First and Business class travel accommodations may be authorized/approved when at least one of the criteria identified in the JTR, paragraph 3520-C is met, fully justified and documented. Requests for PCT accommodations will be considered on a case-by-case basis. PCT accommodations shall not be used for PCS travel nor for CONUS to CONUS flights, except for those limited conditions outlined in the JTR. When PCT is authorized/approved it applies to the principal traveler only, unless specifically approved for other travelers in the party. PCT upgrades are permitted without approval when there is no additional cost to the Government (e.g., through the use of cash or frequent traveler benefits).

2.7.4. PCT accommodations may be authorized/approved on an exception basis only as outlined in the JTR, paragraph 3520, for military personnel, DoD civilian employees, military and civilian dependents, and personnel traveling under Invitational Travel Authorizations (ITAs).

2.7.5. Self-approval of PCT for first or business class is prohibited.

2.7.6. Code two and three Presidential appointees and three- and four-star general officers must obtain business class travel approval from a person senior to the traveler in their chain of command. **(T-0)**.

2.7.7. To the maximum extent possible, the ITO will ensure the TMC is compliant with their contractual obligations and do not issue first or business class travel accommodations without proper advance approval unless it results in a cheaper cost between the authorized origin and destination (including connection points). **(T-0)**. PCT arrangements resulting in a higher cost must be authorized/approved by the appropriate first or business class travel authorizing/approving authority. **(T-0)**. PCT requests will be staffed to AFIMSC/IZSL for a policy review. **(T-2)**. First Class travel will be staffed by AFIMSC/IZSL to AF/A4LR. **(T-2)**. Business Class travel is sent back to the requester for staffing and approval.

2.7.8. First class travel accommodations. The SECAF has designated SAF/OS and SAF/US as the approval authorities for all first class travel accommodation requests, except as noted below.

2.7.8.1. First class travel requests for civilian personnel will be submitted to SAF/AA for review and routing to SAF/OS or SAF/US as appropriate for consideration.

2.7.8.2. First class travel requests for military personnel will be routed to AF/A4LR for review and staffing to AF/CV. **(T-1)**.

2.7.8.3. The AF/CV will review all military PCT requests and determine whether or not they should be forwarded to SAF/AA for approval consideration.

2.7.8.4. SAF/AA will review and route to SAF/OS or SAF/US as appropriate for consideration of approval/disapproval.

2.7.9. Business class travel accommodations. The SECAF has designated the following as business class travel authorizing/approval and reporting officials. **Note:** The approval authority exception at paragraph 2.7.11 this instruction.

2.7.10. Air Staff and Air Force Secretariat civilian personnel forward all business class travel accommodation requests to SAF/AA.

2.7.10.1. Air Staff and Air Force Secretariat military personnel will route all business class travel accommodation requests to AF/A4LR, for review and forwarding to AF/CV.

2.7.10.2. The AF/CV will review and determine whether or not military requests should be forwarded to SAF/AA for consideration of approval/disapproval.

2.7.10.3. SAF/AA is the business class approval authority for three-star generals and below and civilian equivalents assigned to the Air Staff and the Air Force Secretariat.

2.7.10.4. SAF/AA will review and forward business class travel requests for four-star general and civilian equivalents assigned within the Air Staff and the Air Force Secretariat to SAF/OS or SAF/US as appropriate for consideration of approval/disapproval.

2.7.10.5. The MAJCOM Commander (MAJCOM/CV in the absence of the CC) is the authorizing/approval authority for business class travel for requests from personnel assigned to the MAJCOM. **Note:** Includes personnel assigned to a Numbered Air Force when traveling on Air Force business. When traveling on Joint business, requests for business class approval are submitted in accordance with the Joint Staff approval procedures.

2.7.10.6. The AF/A3 is the authorizing/approval authority for business class travel for requests from personnel assigned to DRUs and FOAs.

2.7.10.7. In accordance with the JTR, paragraphs 3520 (First Class) and (Business Class) the category "When required by mission" can only be applied in connection with Federal advisory committees, special high-level invited guests, and U.S. defense attachés accompanying ministers of foreign governments traveling to the U.S. to consult with members of the Federal government (approval level is Director, Administration and Management, Office of the SECDEF, or as delegated by the Director) and for the Armed Forces Entertainment (AFE) Program, (approval level is the Executive Agent for the AFE program, currently the Department of the Air Force).

**2.8. PCT Approval Process.** Every effort must be made to obtain authorization prior to traveling. However, in cases where extenuating or emergency circumstances make advanced authorization impossible, the traveler must still obtain "after- the-fact" written approval at the earliest possible time. In the event an after-the-fact request is disapproved, the traveler is liable for the difference in cost between the premium class and coach class air accommodations. **(T-0).** **Note:** JTR, 3505.B, Business/First Class Airfare Costs Less than Least Expensive Unrestricted Economy-/Coach-class Airfare. When a business-/first-class airfare costs less than the least expensive unrestricted economy/coach class airfare, no authorization/approval is required. Comparison of the business/first class airfare to an economy/coach class airfare more expensive than the least expensive unrestricted economy/coach class airfare is not authorized).

2.8.1. To assist the authorizing/approval official in determining whether the PCT request meets the JTR criteria, please refer to JTR Appendix H.

2.8.2. The traveler submits the PCT request through their authorizing/order-issuing official (AO) to the appropriate designated PCT authorizing/approval authority. Requests for PCT accommodation that must be approved at the AF/CV, SAF/AA, SAF/US or SAF/OS levels should be submitted as soon as the requirement is anticipated, but not less than 15 duty days prior to the desired travel date. **Note:** MAJCOMs, DRUs, and FOAs should establish PCT internal routing procedures for their organizations.

2.8.3. The designated PCT authorizing/approval authority reviews the request to ensure sufficient justification is provided to show mission necessity and justify the expenditure of additional Government funds. After the decision is made to approve or disapprove the PCT request, the PCT authorizing/approval authority forwards the decision to the travel authorizing/approving official (AO). If the PCT request is approved, the PCT approval authority must retain a file copy of the approved package for a period of 6 years and 3 months for audit purposes.

2.8.4. When the travel AO receives the PCT authorizing/approval authority's decision, the AO notifies the traveler of the decision. If authorized/approved, the AO ensures the appropriate information from the documentation (see below example for appropriate words) is entered on the travel order/authorization so the TMC can issue PCT tickets.

**2.9. PCT Documentation Requirements.** Before the TMC issue PCT tickets, the AO must enter a statement in the remarks section of the travel order/authorization indicating that PCT has been approved. **(T-1)**. The minimum information that must be entered on the travel order/authorization is:

2.9.1. The type of PCT accommodations approved. (First Class or Business Class). **(T-1)**.

2.9.2. The regulatory reference in the JTR that was used to justify the PCT. **(T-1)**.

2.9.3. The cost difference between the premium class and coach class fares (normal Government routing, YCA and other Government contract fares, etc.). **(T-1)**.

2.9.4. The premium class approving authority, Name, Rank, and Office Symbol. **(T-1)**.

2.9.5. For extenuating circumstances or emergency situations that prevent advance authorization of premium class travel, a statement will be placed on that travel order/authorization to permit TMC ticketing (reference JTR para 2000). The statement must indicate the extenuating circumstance or emergency precluding PCT authorization prior to the start of travel and that approval is being or will be pursued after-the-fact. **(T-0)**. Issuance of PCT tickets by the TMC is permitted in anticipation of approval. If the authorizing/approval authority does not approve the after-the-fact PCT request, the traveler is responsible for the cost difference between the PCT transportation used and the transportation class for which the traveler was eligible. The statement must include the cost difference between the coach class and the premium class being requested and the name, rank and office symbol of the AO. **(T-0)**. The JTR requires that after-the-fact PCT approval be sought within five business days of travel completion. It is the responsibility of the traveler and AO to ensure that the PCT approval is obtained or that the traveler pays the

difference between the travel class authorized and the travel class used. An example of required statement:

**Example:** After-the fact approval for business class travel is being pursued. This is a short notice travel requirement and sufficient time is not available to obtain authorization prior to travel commencement. Business class travel is being justified in accordance with JTR, paragraph 3520; space is not available in coach class. The cost difference between the business class fare and the coach class fare is \$765.00. If the request for business class travel is not approved, the traveler is responsible for the cost difference between the business class fare and the coach class fare. The TMC is authorized to provide business class tickets for this travel.

**2.10. Premium Class Travel Reporting Requirement.** When requested by DTMO and/or reflected on their OTECC report, all identified PCT must be validated and supporting documentation entered into the Premium Class Reporting Tool. **(T-0).**

2.10.1. 'Exceptional circumstances' may be - travel on an extremely demanding schedule, the requirement to work enroute to the TDY location, and the need to be prepared to perform official duties and properly represent the Air Force or U.S. Government immediately upon arrival.

2.10.2. Per the JTR, the length of the flight(s) alone is not sufficient basis for approval of PCT. Use of the '14-hour rule', as it relates to rest stops, requires that scheduled flight time (including stopovers) is in excess of 14 hours, and that the traveler be required to perform a full day (8 hours) of work immediately upon arrival at the TDY location. Business class travel cannot be approved under this rule when rest stops are approved.

2.10.3. Business Class requests originating at base level must be submitted to the TO by the traveler through his/her unit commander to the Wing/Center Commander following the chain of command. **(T-1).** After endorsement, the Commander submits the requests to their MAJCOM for approval/disapproval. The MAJCOM will submit the request to AFIMSC/IZSL for technical/policy review. AFIMSC/IZSL will conduct a policy review and forward the request to traveler's MAJCOM for approval/disapproval. **(T-1).** MAJCOM provides a response to the requester and AFIMSC/IZSL All requests must be kept on file for two years. **(T-1).** An informational copy of all requests (including those authorized/approved) shall be sent to AF/A4LR. **(T-1).**

2.10.4. Business Class requests originating at the MAJCOM HQ staff must be submitted to AFIMSC/IZSL for technical/policy review.

2.10.5. First Class Travel requests originating at base level must be submitted from the traveler through his/her unit commander to the Wing/Center Commander to which the traveler reports. **(T-2).** After endorsement, the Commander submits the request to their MAJCOM for approval/disapproval. The MAJCOM submits the request to AFIMSC/IZSL for technical/policy review. AFIMSC/IZSL will conduct a policy review and forward the request to the traveler's MAJCOM for approval/disapproval. **(T-2).** The MAJCOM/CC will endorse travelers request and forward to AFIMSC/IZSL for staffing to AF/A4LR. Requests denied at any level are disapproved and should not be staffed further. First Class Travel requests originating from the MAJCOM HQ staff must be submitted to AFIMSC/IZSL for technical/policy review. AFIMSC/IZSL will forward to AF/A4LR. **(T-1).**

2.10.6. Use the format in paragraph 2.10.12 when submitting requests. Requests must arrive at AFIMSC/IZSL as soon as the requirement is anticipated, but not less than 25 government business days (GBDs) prior to desired travel date. **(T-2)**.

2.10.7. AFIMSC/IZSL will provide to AF/A4LR within 5 GBDs. **(T-1)**.

2.10.8. Request for the following must be submitted using the format in paragraph 2.10.12. Requests must arrive at AF/A4LR as soon as the requirement is anticipated, but not less than 20 duty days prior to desired travel date. **(T-2)**.

2.10.9. Business class accommodation requests originating from DRUs or FOAs, the CC or Director (second in command in the absence of the primary) must sign the request and staff for approval from the appropriate two letter principal on the Air Staff. **(T-2)**. The request must be forwarded to AF/A4LR and AF/CV (in-turn) for staffing for authorization/approval. **(T-1)**. If the DRU/FOA does not align under a two-letter principal, the request must be sent to AF/A4LR for staffing to AF/CV authorization/approval. **(T-1)**.

2.10.10. Business class accommodation requests originating within the Air Staff must be submitted through the traveler's two-letter principal to AF/A4LR and AF/CV (in turn) for staffing and authorization/approval. The traveler's two-letter principal (deputy in principal's absence) must sign the request.

2.10.11. Business class accommodation requests originating within the Secretariat must be submitted through the traveler's supervisory chain to the appropriate Deputy Under Secretary or Assistant Secretary for review/consideration. The traveler's two-letter principal (deputy in principal's absence) must sign the request before forwarding to the SAF/US for approval. Use the format in paragraph 2.10.12 when submitting requests. Requests must arrive at SAF/US as soon as the requirement is anticipated, but not less than 20 duty days prior to desired travel date.

2.10.12. Requests for first class and business class accommodations must be forwarded to the appropriate level in advance of travel as specified above. **(T-1)**. At a minimum, requests must include:

2.10.12.1. Type of premium-class travel requested (First Class or Business Class). **(T-1)**.

2.10.12.2. Proposed/actual travel times and dates (as applicable). **(T-1)**.

2.10.12.3. Destination and itinerary. **(T-1)**.

2.10.12.4. Full justification, to include the JTR circumstance used to request premium-class travel. **(T-1)**.

2.10.12.5. Per Diem savings (if any). **(T-1)**.

2.10.12.6. Cost difference between premium-class and coach-class. **(T-1)**.

2.10.12.7. All necessary documentation (tickets, travel notification, travel orders, medical certificate, etc.). **(T-1)**.

**2.11. Official [Non-reimbursable] Spouse Travel** . As a general rule, a family member may not travel at government expense with a DOD sponsor who is traveling on official business (TDY). However, travel on military airlift is permitted under certain circumstances. Typically, family member travel involves spouses traveling with their DOD sponsor on government aircraft

under circumstances where there is no additional cost to the Air Force. Spouse travel is highly visible and sensitive; therefore, it requires judicious application with a thorough review at each level of command. Precedent setting requests require a high level of scrutiny, and legal office coordination is mandatory.

2.11.1. The following are Spouse Travel approving authorities when the travel meets established criteria in this instruction and JTR:

2.11.1.1. SECAF and CSAF for their own spouse's/family member's travel;

2.11.1.2. SECAF for spouse travel of members of the Secretariat;

2.11.1.3. AF/CV delegates to AF/CVA for spouse travel of personnel assigned to the Air Staff;

2.11.1.4. AF/CV and four star MAJCOM/CCs for travel of their own spouse (see exception in the Note in paragraph 2.11.1.10);

2.11.1.5. AF/CV delegates to AF/A3 for three star or lower MAJCOM/CC's spouse travel;

2.11.1.6. Selected three-star general officers (i.e., 5 AF/CC, 7 AF/CC, 11 AF/CC), when acting in the role of combined commanders, for their own spouse's travel when the travel meets the criteria of this instruction. When acting in their Air Force role, these commanders must submit their spouse travel requests IAW this instruction (also see DODI 4515.13, Enclosure 2);

2.11.1.7. MAJCOM/CCs and CVs for all travel by spouses of personnel assigned to their command when the travel meets the criteria of this instruction. **Note:** In the absence of the MAJCOM/CC, a Vice Commander cannot approve a spouse travel request for his or her own spouse/family member, but must elevate to the next higher official in the chain, AF/CV unless otherwise delegated/designated.

2.11.1.8. AF/CV delegates to AF/CVA for all spouse travel of personnel assigned to a DRU (i.e., AF Academy) or FOA. AF/CV retains approval authority for all other AF personnel not covered by an approval authority identified in this instruction. Spouse travel requests not under the cognizant authority of a commander specified above must be forwarded through command/Air Staff channels to AF/CV or AF/CVA as appropriate (provide information copy to AF/A4LR for staffing) for authorization/approval. Requests should be submitted as soon as the requirement is anticipated, but not less than 20 duty days prior to the travel date. **(T-1).** When submitting requests to the AF/CV, the MAJCOM commander (CV in CC's absence) must endorse all requests. **(T-1).** Full justification is required for all requests and must meet the criteria of this instruction.

2.11.1.9. AF/CV serves as the sole Air Force approval authority for any instance in which the requested spouse travel is not to accompany the DoD sponsor (should be a very rare exception).

2.11.1.10. In AF/CVA's absence, requests will be forwarded to AF/CV's office for action covered by the delegations in paragraphs (2.11.1.3, 2.11.1.5, 2.11.1.8). The authorities delegated to AF/CVA and AF/A3 are not further re-delegable.

2.11.1.11. Travel approval authorities must examine the circumstances underlying each request for spouse travel, and must make a determination (regarding each of the following) whether:

2.11.1.12. The facts support one of the basis listed in paragraph 2.11.1.15;

2.11.1.13. The facts support the determination by the DoD sponsor that the spouse's presence would further the interest of DoD, the Air Force or the particular command; and

2.11.1.14. From the perspective of fiscal responsibility (considering costs to the Government [operation and fuel costs, crew costs, etc.] and aircraft utilization), a suitably justifiable basis exists to support the proposed use of Air Force resources (also taking into account the comments in DoDD 4500.56, Enclosure 3, paragraph 5(c).

2.11.1.15. In accordance with DoDD 4500.56, official (non-reimbursable) spouse travel on government aircraft may be permitted when the facts of a particular situation support the spouse traveling to:

2.11.1.15.1. Attend a function in which the DoD sponsor will participate in his or her official capacity and in which the spouse is to address those assembled or otherwise play an active role and visible part;

2.11.1.15.2. Attend a function (with or without the DoD Sponsor) attended by spouses of community leaders, government officials, foreign dignitaries or foreign military officers with whom the DoD sponsor is meeting in his or her official capacity. This basis does not require the spouse to have an independent role at the function; or

2.11.1.15.3. Attend a function (with or without the DoD Sponsor) where a substantial portion of those present are military families, or where the focus is on matters of particular concern to military families. This basis does not require the spouse to have an independent role at the function

## **2.12. Spouse Travel Documentation.**

2.12.1. Requests for approval of spouse travel at Government expense must in each instance include an advance documented determination by the DoD sponsor of the proposed spouse traveler that, in his or her judgment, the spouse's presence would further the interest of DoD, the Air Force or the particular command. Where possible the request should cite the specific portion of paragraph 2.11.1.15 upon which the request is based. IAW DODD 4500.56, Enclosure 3, paragraph 4, such a determination is required for each stop of a multi-leg spouse travel itinerary and must be available for review by the travel approval authority.

2.12.2. Requests for official spouse travel must be accompanied by a suitable agenda or other descriptive document which fully outlines the spouse's role and the facts supporting approval of the request, including the identity of other attendees.

2.12.3. The supporting documentation and signature of the DoD sponsor on the MILAIR request documentation (DD Form 2768, *Military Air Passenger/Cargo Request*) which includes details of the requested spouse travel, constitutes the attestation/determination required by DoD policy (DoDD 4500.56, Enclosure 3, paragraphs 5(a) and 5(e)) and this instruction.

2.12.4. This record will be maintained as part of the recordkeeping requirement established by of DoDD 4500.56, Enclosure 3, paragraph 5(e).

2.12.5. Per Diem and Other Expenses. Official spouse travelers will not be authorized per diem and other travel expenses except in those limited instances when CSAF provides prior approval. Per Diem and other expense allowances may be authorized by CSAF if the individual's travel is mission essential and there is a benefit to DoD beyond fulfilling a representational role (See JTR, Appendix E, Part 1.A.2.m(3)).

2.12.6. Include the following statement in the ITA as specified in JTR, Appendix E, Part 1, "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/dependent does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled."

2.12.7. Considerations when evaluating requests for official spouse travel.

2.12.7.1. Non-reimbursed spouse travel will normally be by government airlift when reasonably available on a noninterference basis if air travel is consistent with current authorities and policies. Travel approval authorities may approve use of a commercial carrier for part or all of proposed spouse travel as justified by the facts of a particular request. In this regard, it should be noted that the revisions to DoDD 4500.56 indicate they are not intended as "new or additional authority to expend appropriated funds on commercial air travel."

2.12.7.2. A request for a spouse's attendance at conferences, events, visits or tours is not on its own merit sufficient justification for spouse travel at Government expense.

2.12.7.3. A request for travel to allow a spouse's attendance at a social event attended only by DoD or Air Force officials is not sufficient justification for travel at Government expense.

2.12.7.4. The following is a non-exclusive list of examples of events which, depending on the particular case, may support official spouse travel:

2.12.7.5. Travel during which the spouse will actually participate in an official function, during which the spouse will actually confer with DoD officials on official DoD matters in a manner directly benefiting the Air Force through an exchange of substantive information, advice and/or guidance.

2.12.7.6. Travel requests that include trips to functions with government officials of foreign countries, including travel of spouses to act as escorts for spouses during CSAF counterpart visits or attaché tours or visits.

2.12.7.7. Travel involving meetings with officials of the foreign ministry, defense ministry and foreign air force in which one of the criteria in paragraph 2.11.1.15 is clearly established.

2.12.7.8. Travel involving public relations events may establish one of the criteria in paragraph 2.11.1.15 to include (depending on the facts) visiting with local officials where Air Force personnel are stationed or travel within the U.S. when the spouse accompanies the Air Force official to public relations functions which include spouses of local officials and/or civic leaders.



2.12.7.9. Travel involving participation with officials outside of U.S. military departments, including local officials or civic leaders, in visits to DoD schools, hospitals, day-care facilities, family service centers, family housing areas, housing management offices, commissary or exchange facilities.

2.12.7.10. Travel that involves representing the military family at key civic events that are attended by officials outside the U.S. military departments and DoD.

2.12.7.11. Travel for a MAJCOM or Numbered Air Force (NAF) Commander's spouse may be approved for visits to MAJCOM or NAF bases. Spouse travel visits should be limited to host wing/bases subordinate to the MAJCOM or NAF, and where possible, planners and travelers are to involve more than one base per trip. **Note:** Official spouse travel is not automatically authorized for Wing Commander/Command Chief visits to units subordinate to a wing.

2.12.7.12. Travel for MAJCOM Commander/Command Chief Master Sergeant Annual Conferences in accordance with current Air Force conference and budget policy. Official spouse travel for such events should be limited to one trip per fiscal year.

2.12.7.13. Travel for leadership courses. Official spouse travel for such events should be limited to one trip per fiscal year.

2.12.7.14. Separate HQ USAF approval of spouse travel is not required for spouses of individuals selected to attend Wing or Group Commanders' or Command Chief Master Sergeants' Courses hosted by or on behalf of HQ USAF, so as to allow spouses to participate in the Spouses' Seminar hosted in conjunction with those courses. This authorization is contingent on CSAF prior approval of the courses for that academic year. Unless otherwise approved in advance in accordance with this instruction, spouses attending these events are not authorized reimbursement for lodging or per diem.

2.12.7.15. Spouse attendance at leadership orientation courses hosted at the MAJCOM or NAF level requires approval by the respective travel approval authority. Travel may be authorized for MAJCOM sponsored Squadron Commander or Command Chief Master Sergeant Orientation Conferences when the DoD sponsor attending is a current commander or command chief master sergeant with at least 12 months tenure remaining. This also applies to a commander or command chief master sergeant designee selected through quota control procedures without regard to current assignment. Only one trip to the leadership orientation course should be authorized during the sponsor's tenure in the particular leadership position.

2.12.7.16. Travel to participate in DoD or service component training courses, conferences, or seminars supporting family readiness as a subject-matter expert (e.g., the spouse is qualified to speak to/train attendees by virtue of his/her education in a particular subject.)

#### 2.12.8. Misc. Ceremonies, Other Events.

2.12.8.1. Change of Command Ceremonies. As a general rule, a spouse may not attend a change of command ceremony at which he/she has no official role, when such attendance will occur during a travel stop that does not otherwise justify official spouse travel. Depending on the facts, a travel approval authority may determine that, IAW paragraph

2.11.1.15.2, the circumstances and anticipated attendees justify official (non-reimbursable) spouse travel. Official spouse travel for change of command ceremonies using this authority is only available to CSAF (or his designated representative) and MAJCOM/CCs (or their designated representatives).

2.12.8.2. Retirement, Promotion Ceremonies. Travel by Air Force personnel to these types of ceremonies is restricted by various Air Force policies. As a general rule, official travel should not be authorized solely to attend a retirement or promotion ceremony. Similarly, a spouse may not attend a retirement or promotion ceremony at which he/she has no official role, when such attendance will occur during a travel stop that does not otherwise justify official spouse travel. In those cases where the DoD Sponsor spouse has legitimate reason to attend the event in a TDY status, and, depending on the facts, a travel approval authority may determine that, IAW paragraph 2.11.1.15, the circumstances and anticipated attendees justify official spouse travel. Official spouse travel for retirement or promotion ceremonies using this authority is only available to CSAF (or his designated representative) and MAJCOM/CCs (or their designated representatives).

2.12.8.3. Funerals, Dignified Transfers. As a general rule, a spouse may not attend a funeral or dignified transfer ceremony during which she/he has no official role, when such attendance will occur during a travel stop that does not otherwise justify official spouse travel. IAW paragraph 2.11.1.15 of this instruction, and depending on the facts, a travel approval authority may determine that the circumstances and anticipated attendees justify official spouse travel. Official spouse travel using this authority in this circumstance must be applied in conjunction with the authorities found in AFI 34-242, *Mortuary Affairs Program*, paragraph 9.6.2 (unit representative travel). Spouse travel to funerals or dignified transfers using this authority is only available to one representative from each organizational level, e.g., SECAF or CSAF (or her/his designated representative) from the HAF, a MAJCOM/CC (or his/her designated representative) from the MAJCOM, and so on for the NAF, group, wing and squadron level, as appropriate.

**2.13. Unofficial Family Member/Spouse Travel** . When no official basis can be established for official (non-reimbursable) travel, in certain circumstances, spouses may travel at personal expense in the company of a senior DoD personnel who is traveling on official business. Such unofficial travel is authorized on military aircraft only on a noninterference basis: the aircraft must already be scheduled for an official purpose; official travelers must not be displaced; the travel results in negligible additional cost to the Government or the Government is reimbursed at the full commercial coach class fare rate (IAW Office of Management and Budget, Circular No. A-126, full coach fare is defined as a coach fare available to the general public between the day that the travel was planned and the day the travel occurred.) 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. The DoD sponsor will attach to his or her travel voucher a personal check made payable to the Treasurer of the United States and include documentation that reflects the full coach class fare (See DoDI 4515.13).

**2.14. Invitational Travel Authorization (ITA)** . In all instances of spouse travel (official [non-reimbursable] or unofficial), after the authorizing authority approves spouse travel, the requesting organization will issue an ITA in accordance with AFI 65-103 and the JTR, Appendix E, funding transportation only. **(T-0)**. A specific approval request must be generated for each

instance of spouse travel. **(T-0)**. Blanket ITAs will not be issued. Supporting documentation to include a separate itinerary agenda is mandatory and will be retained for two years. **(T-1)**.

2.14.1. When the spouse is an Air Force uniformed service member or Air Force Civil Service employee and spouse travel is approved, a TDY order will be issued rather than an ITA. **(T-0)**.

2.14.2. Include the following statement in the ITA as specified in JTR, Part 1, Appendix E., “This order authorizes the dependent to accompany the sponsor to attend an official function. It does not entitle the dependent to per diem or other expense allowances. If the dependent does not desire to bear the expenses, this order is canceled.”

2.14.3. All spouse travel (official [non-reimbursable] or unofficial) shall be approved in advance of the proposed travel. **“After-the-fact”** approvals of spouse travel are not authorized. **(T-0)**.

## **2.15. Family Member/Spouse Travel to Award Ceremonies.**

2.15.1. This family member/spouse travel to award ceremonies is not the same as the spouse travel outlined in paragraph 2.11, which requires official participation. MAJCOM commanders and vice commanders may approve spouse travel for spouses of Air Force or higher level award recipients assigned to their command. Several examples of applicable major awards that fit this spouse approval criteria include: Presidential awards, annual agency/ major organizational component ceremonies (does not include MAJCOM level awards), prestigious honorary award ceremony sponsored by a non-Federal organization and those listed in AFI 36-2805, *Special Trophies and Awards*. When family member/spouse travel to attend an award ceremony is approved, an ITA will be issued. Only transportation costs will be funded; per diem will not be paid.

2.15.2. If there is no spouse or the spouse is unable to attend, the recipient may elect to invite one family member to attend the ceremony. When family member travel to attend an award ceremony is approved, an ITA will be issued. Only transportation costs will be funded; per diem will not be paid. See JTR, Appendix E, Part I for further guidance.

2.15.3. When the family member/spouse is an Air Force uniformed service member or Air Force Civil Service employee and family member/spouse travel is approved, a TDY order will be issued rather than an ITA. **(T-0)**.

2.15.4. When an individual who is neither an Air Force member nor an Air Force Civil Service employee is selected as an award recipient, the recipient and family member/spouse may travel on an ITA to attend the presentation ceremony. See JTR, Appendix E, for guidance and limitations on travel reimbursements. **Note:** Refer to the JTR, Appendix E for instructions and limitations on travel reimbursements for members and employees and ITA for family members and non- Department of the Air Force civilians, family members and spouses traveling to an award ceremony are not required to meet the participation requirements stipulated in , Paragraph 2.11

**2.16. Government Travel Charge Card (GTCC)** . The Department of Defense (DoD) policy is that the Government Travel Charge Card (GTCC) will be used by all DoD personnel (military or civilian) to pay for all costs related to official government travel. **(T-0)**.

2.16.1. Individual Billed Account (IBA). All DoD personnel (military and civilian), to include infrequent travelers that do not meet the exemption criteria under section 040602, of the DTMO's Government Travel Charge Card Regulations: Authorized by DoDI 5154.31, Volume 4 are mandatory users of the IBA.

2.16.2. Centrally Billed Account (CBA). CBA usage must be limited to DoD personnel (military and civilian) that meet the exempt criteria in section 040602, of the DTMO's Government Travel Charge Card Regulations: Authorized by DoDI 5154.31, Volume 4, or established by AFIMSC/IZSL. CBA usage must be minimized to avoid costly handling and administrative fees, and prompt payment act penalties. **(T-1)**. The TO, in conjunction with the TMC and FSO must establish procedures for use of the CBA on the installation. **(T-2)**.

**2.17. Frequent Flyer Program Benefits** . Government travelers on official business at government expense that are members of a frequent flyer program may retain for personal use any points or miles, upgrades, or access to carrier clubs or facilities accrued through official travel. The promotional material must be obtained under the same terms as those offered to the general public and must be at no cost to the government. **(T-0)**. When using frequent flyer miles to upgrade to business or first class, Air Force members may not wear military uniforms. **(T-1)**. Even when an upgrade is legitimate, wearing of the uniform may create the public perception of the misuse of government travel resources; therefore, wear of the uniform should be avoided under these circumstances. **(T-1)**. Additionally, Air Force personnel should not allow a rank or grade to be associated with an upgrade. Please note that membership in frequent flyer programs is not justification to override the requirement (in future reservations) to utilize assigned contract carriers through the GSA City Pairs Program. Similarly, vouchers given when travelers are involuntarily removed or bumped from an airlines seats belong to the government and must be turned in **(T-0)**. Vouchers received for voluntarily giving up seats belong to the traveler and may be kept so long as there is no additional cost to the government for the delayed travel. Travelers are not allowed to claim additional benefits when volunteering to give up seats.

**2.18. Standards for Traveling in Uniform:** IAW AFI 1-1, *Air Force Standards*, when departing from or arriving at commercial airports in the continental United States, any authorized combination of uniform, except the flight duty uniform, may be worn. When departing from and arriving at a military airfield via United States government aircraft or contracted United States government commercial flights, any authorized combination of the uniform is appropriate. When traveling in an official capacity on commercial air overseas, members should consult the DoD Foreign Clearance Guide official web site for information pertaining to authorized and expected uniform wear. Members who wear civilian clothes during official travel must ensure their clothing is neat, clean, and appropriate for the mode of travel and destination. **(T-1)**.

## Chapter 3

### TRAVEL PROCEDURES

**3.1. Arranging Travel.** The members' travel order/authorization establish the official travel points. Official travel arrangements must follow normal point-to-point routing. **(T-0)**. The priority order of precedence in DTR 4500.9-R, Part 1, **Chapter 103** must be followed to the maximum extent possible. **(T-0)**. The TMC must route passengers using Patriot Express (if identified in the TMC PWS) and City Pair fares, when available. **(T-0)**. It is mandatory policy that all employees/members use an available DTMO contracted TMC, or a GSA contracted TMC (when a DTMO contracted TMC is not available) for all official transportation requirements, except when authorized IAW JTR Paragraph. 3045. **(T-0)**.

**3.2. Travelers.** DoD official travelers with access to DTS are required to schedule commercial transportation using DTS. **(T-0)**.

**3.3. Circuitous/Indirect Travel. JTR 3005.E.** Circuitous/indirect travel is any route (CONUS/OCONUS) other than the one normally prescribed by the ITO between the official places listed in members TDY or PCS orders.

3.3.1. Members requesting circuitous travel are required to pay excess costs, if any, compared to the cost the government would have paid over the ITO prescribed travel route.

3.3.2. When traveling to, from and between **OCONUS** locations, circuitous routing must be approved in advance of travel by the servicing MPS/AO, and annotated in the members travel orders to assist in reimbursement of the official travel cost. **(T-0)**. Upon request, the ITO will provide the government constructed cost to the traveler and/or the MPS/AO to assist in decision making. **(T-2)**. See AFIMSC/IZSL SharePoint® to access the PCS/TDY Deviation Travel Form.

3.3.3. Authorized travelers may self-procure through the TMC all commercial tickets, including the transoceanic portion in accordance with the approved (indicated in orders) circuitous routing. Reimbursement must be limited to the cost of normal direct point-to-point routing for official travel. **(T-0)**. Reference paragraph 2.4 for foreign-flag carrier rules.

3.3.4. Military members and their command-sponsored dependents may obtain approval for circuitous routing in connection with PCS travel (e.g. leave) (including separations and retirements). Command-sponsored dependents may accompany the member on the approved circuitous route or travel independently. Members stationed overseas must submit circuitous travel request -NLT 120 days before their Date of Eligibility for Return from Overseas (DEROS). **(T-0)**. Circuitous routing must not be used to relocate dependents overseas when the sponsor is assigned to a restricted, remote or isolated area. **Note:** This does not apply to designated-location moves.

3.3.5. When traveling to from and between **CONUS locations**, the member and their dependent(s) may elect circuitous routing. Prior approval for circuitous travel is not required on CONUS PCS travel; however, the traveler is limited to the cost of the normal routing between the official places listed on the member travel orders and prescribed by the ITO.

3.3.6. Space-available travel may be used in conjunction with space-required travel as long as space-available travel does not substitute for any single leg for which the traveler has a space-required entitlement. Reference DoDI 4515.13, section 4, paragraph 4.5.

3.3.7. When circuitous travel is desired, members must ensure approval is annotated in PCS order (including ERD, IPCOT and deferred COT) prior to traveling. **(T-0)**.

3.3.8. When advance circuitous travel routing is approved by the MPS/AO travelers may procure from the TMC or other sources.

3.3.9. If the member is authorized circuitous travel and chooses to travel by other modes (e.g., ship, rail, etc.), the member will receive reimbursement up to the authorized cost of the normal route as stated in the PCS travel order (including ERD, COT, and deferred COT).

3.3.10. The ITO must instruct members and/or their dependents they are responsible for complying with all border clearance requirements outlined in the DoD 4500.54-G for countries visited. **(T-0)**.

3.3.11. The ITO must instruct member and/or their dependents they must maintain copies of all travel documents to support voucher requests for reimbursement up to the government constructive cost. **(T-0)**.

3.3.12. Transoceanic travel must be by U.S. flag carrier or by foreign flag carrier under a U.S. code-share agreement, when available. **(T-0)**. For more information on foreign-flag carriers see paragraph 2.4.

3.3.13. Reimbursement for travel on a foreign flag carrier is authorized if U.S. flag carriers are not available on the direct/normal route and not available on the circuitous route between the old and new permanent duty stations. (JTR, Paragraph. 3525-H). **Note:** The ITO/TMC must provide non-U.S. flag carrier availability statement prior to dates of travel. **(T-0)**.

**3.4. Dual Commitment Transportation** . DTR 4500.9- R, Part 1 **chapter 102**, paragraph B. Dual commitment transportation involves making official travel arrangements using more than one source simultaneously (commercial and MILAIR). This practice may result in duplicate accommodations and therefore should be avoided at all times to prevent waste of government resources.

**3.5. Group Passenger Movements.** The Air Force defines group travel as 10 or more members traveling together with same dates and times to the same destination. Travel of 10 or more members falls under the AMC Military Air Transportation Agreement (MATA) and is a non-mandatory user of the GSA Airline City Pair Program. Booking individual reservations in order to by-pass group booking procedures is in violation of airline tariffs and is not acceptable under any circumstances. The TO has the authority to route any size group except those requiring the purchase of a full planeload charter.

3.5.1. Once the provisions of para 2.3 are met (Order of Precedence) the following applies:

3.5.2. A movement of less than 10 members traveling as a group, falls under the GSA Airline City Pair Program contract and is a mandatory user of the GSA Airline City Pair Program.

3.5.3. Under the GSA Airline City Pair Program agreement and the (MATA, airlines may impose group travel cancellation penalties for late passenger cancellations and no-shows.

Reference the GSA Airline City Pair contract (paragraph. B.2) and/or the MATA (paragraph. E.1) for cancellation fee information on groups (see DTR, Part 1, Ch. 102, paragraph F, for more information and procedures on how to request group movements).

3.5.4. The primary mode of travel for training accessions traveling to Technical Training Schools (initial skills training) in groups of 10 or more within a 650-mile radius is chartered bus.

**3.6. Leave-In-Conjunction with Official (LICWO) travel**, though similar to circuitous routing, refers only to unofficial travel in conjunction with TDY. See [chapter 4](#) of this instruction.

**3.7. International Travel** . The official travel orders establish the official travel points. To arrange routes and reservations, the ITO/TMC routes the traveler IAW DTR 4500.9R, Part I, Appendix O, GSA Airline City Pair Program, DoD *Foreign Clearance Guide* and other appropriate industry publications and service directives.

3.7.1. The ITO/TMC must obtain reservations from the AMC Passenger Operations Center by GATES or via telephone for international travel when available. **(T-0)**. If military or AMC contracted air transportation is not available, the ITO/TMC must route travelers using the GSA Airline City Pair Program fares (when available) or the policy constructed fare over the normally traveled route between the closest international airport serving the old or new PDS, the official TDY location, or the designated privately owned vehicle (POV) port or vehicle processing center (VPC). **(T-0)**.

3.7.2. Members (TDY or PCS) desiring to deviate from the official route between the losing and gaining duty stations must be informed that this constitutes circuitous travel and must be processed IAW paragraph 3.3. **(T-3)**.

3.7.3. All unapproved deviations/circuitous travel (e.g. personal travel detours from the usual traveled route) is the traveler's financial responsibility. Government fares are not allowed over circuitous routes (approved or unapproved) and the traveler is personally responsible for all costs exceeding the government's constructive costs of travel on the official route.

3.7.4. For booking AMC/PE flights, a minimum 10-day travel window is required for all PCS travelers; a 20-day window is requested for members traveling with pets. **(T-0)**.

3.7.5. Guidelines in the following paragraphs establish the recommended primary ports for PCS, TDY and other transoceanic travel such as: circuitous travel, early return of dependents, student travel, etc. These guidelines do not apply to emergency leave.

3.7.5.1. When traveling to and from OCONUS locations, ITO/TMC must route the member from the AMC channel mission closest to old and new PDS. **(T-0)**. If AMC is not available, ITO/TMC must use GSA City Pairs (when available) from the international airports closest to the old and new PDS, over the normally scheduled route. **(T-0)**. If CPP airfares are not available over the normally scheduled route, use the Policy Constructed Airfares. **(T-0)**.

3.7.5.2. Members authorized to ship or store a POV, may be routed from/to the international airport closest to the VPC, and the member's new PDS. **Note:** When a

member elects to self-procure storage of their POV for personal convenience, travel is not authorized to the storage facility. Reference JTR Para 5384-A.

3.7.6. Travelers may request a rest stop on international flights at the CONUS/OCONUS port of entry in connection with official travel. Rest stops may be requested for international travel when offered by the airline carrier, at no additional cost to the government, and travel is conducted over the normally traveled route. A rest stop must not exceed 24 hours. **(T-0)**. Travelers must not be routed circuitously to take advantage of a rest stop. **(T-1)**. See JTR, Paragraph 4415.

3.7.7. **Retirement and Separation When Home of Selection is Authorized.** (Ref: JTR 5068, AFI 36-2102 2.26- 2.33 and AFI-36-3203 para 2.2- 2.5). To ensure traveler receive the correct information regarding their travel and transportation allowances, ITOs should review the above references, and advise travelers to contact their local MPS and Finance offices prior to making their final travel decisions. The travel allowances included in the Orders determine the travel options provided to the travelers.

**3.8. Excess Cost Collection for Official Travel.** To establish a uniform entitlement for official travel cost comparisons, use the priority order of precedence for passenger airlift provided in paragraph 2.3. The primary method for determining official travel costs are AMC fares, GSA Airline City Pair program fares or other government fares when available. Comparison to fares must be based on the air service available at the time of request (e.g., how much the travel cost would have been if the ITO/TMC had booked the travel). When a CBA is used and a member's travel request exceeds the authorized government cost, ITO/TMC must initiate a DD Form 1131, *Cash Collection Voucher* or DD Form 139, *Pay Adjustment Authorization*. **(T-2)**. Government constructive costs should be included on the Passenger Name Record (PNR) and filed with travel voucher as appropriate.

**3.9. Alaska Marine Highway System.** The Alaska Marine Highway System (AMHS) is an oceangoing car ferry service for transporting passengers, baggage, vehicles, and pets between the states of Washington and Alaska. Reservations may be arranged by the local ITO/TMC, or by contacting AMHS. The primary method of payment is the Government Travel Charge Card (GTCC). AMHS reported that due to a steady increase in the number of DoD Travelers making reservations and failing to show, ferry bookings are now subject to being charged at the time of reservation rather than at check-in. ITO/TMCs must advise travelers of their requirement to show up for the reservations or cancel as early as possible to avoid being charged as a no show fee. **(T-2)**. Reimbursement is limited to the costs to move the member, authorized dependents, and a POV (pet shipments not included). Fees for use of the AMHS to transport one POV to a new PDS are reimbursable under JTR, paragraph. 3710. Reimbursement of fees do not preclude the use of the POV shipping entitlement authorized in the JTR, paragraph. 3705.

**3.10. Invitational Travel Authorization (ITAs).** Invitational travel is official travel primarily involving non-governmental personnel, including spouses and other family members as stated in JTR Appendix E. If approved, the ITO/TMC must arrange official travel for individuals traveling on ITAs. **(T-1)**. IAW JTR Appendix I, part 1, Delegation of Authority, when delegated by the responsible major air command the following authorities may issue ITAs: Commander, MAJCOM; Commander, Intermediate Echelon; and Commander of a Wing, Group or Squadron. Requests for travel approval should be submitted at least 20 working days prior to the anticipated date of travel. All requests must be forwarded through appropriate channels in the same manner



as requests for exception to policy. **(T-1). Note:** The approval process may be different when use of MILAIR is desired (see DoDI 4515.13, Section 3.6.e)

**3.11. Foreign Military Sales (FMS) Travel.** DoD personnel whose travel is funded by Foreign Military Sales (FMS) case money provided by a foreign government are bound by the normal routing for DoD travelers, unless otherwise stated in the U.S. Government, Letter of Offer and Agreement. These terms must be annotated on the travel orders; otherwise I ITO/TMC must procure transportation according to the order of precedence as specified in **Chapter 2**, paragraph 2.4, producing the best value for expending funds. **(T-2).** Refer to AFMAN 16-101, *Internal Affairs and Security Assistance Management*, and AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*, **chapter 5**, paragraph 5.8, for more information. FMS-funded travel is chargeable directly to the FMS funds shown in the travel orders. FMS travel that is not funded by the U.S. Government is eligible for GSA Airline City Pair Program fares when the traveler is a DoD uniformed service member or a DoD civilian. Contractors may not use City Pair fares.

**3.12. Accompanied Baggage.** Accompanied baggage is the free checkable baggage authorized for movement with a traveler as part of their transportation ticket. Most Airlines no longer offer free checked baggage, therefore, official travelers should be prepared to pay the charge at check in and file for reimbursement on the travel voucher. Some airlines offer waivers for active duty military traveling on orders, but this is a courtesy, and is usually determined at the ticket counter. Each Airline Carrier's baggage allowance vary therefore, travelers are encouraged to plan ahead and contact their carrier directly or visit their information page on the world wide web to determine the allowed baggage before traveling. Baggage allowance rules for international travel on foreign carriers vary by country. Some countries calculate baggage allowance using kilograms instead of pounds and some may even have smaller baggage allowance. Verify weight restrictions and the weight of your baggage with the airline before traveling.

**Note:** Carrier baggage allowance vary therefore, passengers should refer questions to respective carriers for baggage allowance.

3.12.1. Excess accompanied baggage must be approved by the orders issuing official/AO and annotated in the traveler's orders, IAW AFI 65-103, AFI 65-109, AFI 65-114, and AFI 36-2102. Travel orders must be annotated with the following statement, “\_\_\_pieces, \_\_\_lbs. of excess accompanied baggage authorized.” Travelers must pay the excess baggage charges directly to the servicing airline at the time of flight check-in and claim reimbursement on the travel voucher. **(T-3).** The preferred payment for excess baggage is the GTCC.

3.12.2. Federal Aviation Administration (FAA) security regulations generally prohibit travelers from carrying operable weapons in the passenger compartment of civil aircraft during peacetime. Individual airlines may grant exceptions to their regulations when a traveler requires a weapon for official duties during flight. ITO/TMC must contact the appropriate carrier when coordinating flight reservations to ensure authorized personnel may bring weapons aboard. **(T-0).**

3.12.3. Code of Federal Regulations 14, **Chapter 108**, Part 108.11 permits carriers to allow DoD travelers to carry weapons in passenger compartments when the entire civil aircraft is chartered or contracted for the military services during contingency operations or for training exercises.

3.12.4. Commercial airlines may permit travelers to transport government-owned weapons and ammunition in baggage compartments when TMC or TO notifies the carrier in advance. Ammunition for individual weapons cannot be transported in checked baggage or as a carry-on on board AMC Patriot Express missions departing AMC gateways. Ammunition must be certified and shipped as freight from military installations. **(T-0)**.

**3.13. Vehicle Rental** . The base ITO/TMC is responsible for obtaining rental vehicles for official travel when authorized in the traveler's orders. The most economical vehicle that satisfies the traveler's official requirement will be reserved. The TMC will consider rental vehicles under the DoD Car Rental Agreement when making the reservations. **(T-1)**.

3.13.1. In the United States and in several foreign countries, limited collision insurance is available to travelers at no additional charge under the DoD Car Rental Agreement. Personal accident insurance, personal effects coverage, or other optional coverage may be offered to the renter but is not a prerequisite for renting a vehicle, and its cost is not reimbursed. In countries where theft insurance is a mandatory charge, those charges can be shown separately from the rental rate and collision damage waiver charges. Outside of the United States (and outside non-foreign OCONUS areas), travelers may be reimbursed for these additional charges if the insurance is required by the rental agency to provide full coverage insurance. In foreign OCONUS areas, travelers may be reimbursed for additional mandatory insurance coverage charges. Reimbursement may also be authorized for certain classified special operations. **Note:** Air Force travelers on official business who rent vehicles at an overseas location may need an international driver's license, which they can obtain from most automobile clubs.

3.13.2. The traveler must coordinate use of rental vehicles for other than official business or leisure time with the rental car companies. **(T-1)**. Any additional charges or requirements for collision insurance are the sole responsibility of the traveler.

3.13.3. Damage to rental vehicles. Requests for payment for damage to vehicles rented pursuant to orders are approved by the orders authorizing official. The requests may be from the traveler or from the rental company. Prior to acting, the orders authorizing official must forward the request to the Staff Judge Advocate and DTMO for review. **(T-1)**.

**3.14. Multiple Airports Servicing CONUS Origins/Destinations.** Passengers should not be routed to an airport farther away from origin or destination airports based solely on a lower airfare. When arranging transportation, the ITO/TMC must route passengers using the best value that meets mission requirements within established guidelines, local written policies and business rules which may include, but not limited to, authorized/establish commuting radius. **(T-1)**. Per Diem, travel time, most direct route, authorized GSA contract carrier versus alternate carrier/airport, and rental car costs should be considered in factoring best value. **(T-1)**. If a traveler's request does not follow the order of precedence for travel in paragraph 2.3, or the airfare is more expensive, the final determination rests with the AO/order issuing official.

3.14.1. Routing when no Patriot Express (PE) mission is available. When no PE mission is available, the member is entitled to commercial air transportation from the closest international airport from the member's current PDS to the member's new PDS. Passengers will be routed using GSA City Pair Airfares when available, or the Policy Constructed commercial Airfares over the normally traveled route. **(T-1)**.

3.14.2. Passengers who elect to deviate, for personal reasons (e.g. leave), from the normal prescribed route must have a "Deviation or Leave In-Conjunction with Official Travel" memorandum endorsed by the ITO/TMC specifying the governments authorized baseline travel cost. **(T-1)**. The authorized government baseline travel cost is the GSA City Pair through fare rate for travel between from the international airport closest to the members current PDS to the international airport closest to the member's new PDS. **Note:** Any deviations to travel that involve a member self-procuring transoceanic travel must be approved by the servicing MPS and annotated in the member's travel orders for reimbursement.

3.14.3. Members requesting government transportation for the transoceanic travel from the CONUS must be routed from the following ports: For travel to Pacific Air Force (PACAF) installations, use Seattle International Airport. **(T-1)**. For travel from United States Air Forces in Europe (USAFE) and United States Central Command (USCENTCOM) installations, use Baltimore-Washington International Airport.

3.14.4. Members requesting government transportation for the transoceanic travel from OCONUS must be routed IAW DTR appendix O. **(T-0)**.

3.14.5. Routing when PE mission is available and member uses alternate modes of transportation (e.g. self-procured commercial air) to the APOE. When a PE mission is available and the member uses alternate modes of transportation to the APOE, a "Deviation In-Conjunction with Official Travel" letter is not required. Reimbursement of transportation costs to the APOE will be IAW JTR 5016.

**3.15. Travel on Military Aircraft (MILAIR)** . Patriot Express is an AMC-contracted commercial air service and is not considered MILAIR. MILAIR travel, often provided by Operational Support Airlift (OSA), is a premium mode involving high cost and limited resources (reference paragraph 3.18). MILAIR is used for high-priority missions and movement of passengers and cargo to meet mission sensitive requirements. MILAIR should not be used when commercial air, including AMC-contracted (Patriot Express) service, is able to meet the traveler's departure and/or arrival requirements within a 24-hour period. Exceptions that would make commercial air transportation impractical would include an unusual circumstance that presents a clear and present danger, an emergency exists, use of MILAIR is more cost-effective than commercial air, or other similar compelling operational considerations.

3.15.1. Required Use MILAIR Travelers. The SECAF and CSAF are the only Air Force required users as designated by SECDEF in DoDD 4500.56 Enclosure 3. Requesters must document their travel on DD Form 2768 and sign their request as the senior traveler and authorizing official. **(T-0)**. Due to the continuous requirement for secure communications, security reasons or for responsive transportation to satisfy exceptional scheduling requirements dictated by frequent short-notice travel, commercial transportation is considered unacceptable. Reference DoDD 4500.56, enclosure 3 for a list of DoD officials designated as "Required Users" (Tiers 1 & 2) by the Secretary of Defense (SECDEF).

3.15.2. Use DD Form 2768, Military Air Passenger/Cargo Request, to obtain and document airlift support. Members may not make back-up commercial reservations while requesting any type of MILAIR support. **(T-1)**. (Prohibition of Dual Commitment reference 3.1)

**3.16. MILAIR Payment** . ITO/TMC must ensure all travel orders contain a Customer Identification Code (CIC). **(T-1)**. The 15-digit CIC code is required only for travel on AMC owned or controlled aircraft for billing purpose; not commercially contracted military by AMC (e.g. Patriot Express). If the travel order does not contain a CIC, advise the traveler to, and/or, contact the AO to request amendments to the order. For contractor billing procedures, reference DoDI 4515.13, Section 3, paragraph 3.6-k. For non-DoD traveler billing procedures, reference the non-DoD tariff rates in GATES or the HQ AMC public information page on the worldwide web at U.S. Government DoD Airlift Rates and Non-U.S. Government Airlift Rates. In cases where a CIC is unavailable, the complete billing address must be annotated in the travel order for AMC billing purposes. **(T-1)**.

**3.17. Opportune Airlift.** Opportune airlift is defined as the portion of lift capability available for use after planned requirements have been met. This is a generic term for all MILAIR not otherwise classified as OSA, Special Assignment Airlift Mission (SAAM), AMC channel, Special Airlift Mission (SAM), etc. It is space-available, non-revenue generating SAAM traffic. Use the procedures in DTR 4500.9-R, Part I, Appendix A and B for requesting a SAAM. Users may submit an unsupported travel requirement to their SAAM validator. They may also find their own MILAIR (e.g., ANG, AFRES, operational, etc.) and submit the mission for validation to their SAAM validator.

**3.18. Operational Support Airlift (OSA)** . OSA is a form of MILAIR. See DoDI 4500.43 and DoDD 4500.56.

3.18.1. Travelers must initiate travel request by completing a DD Form 2768, *Military Air Passenger/Cargo Request*. **(T-1)**. The senior passenger identified on the request must sign the form in the Senior Traveler block; this action cannot be delegated. **(T-0)**.

3.18.2. MILAIR requests for all Air Force personnel must be approved in advance. **(T-1)**. SECAF designates the following Air Force approval authorities for the use of government aircraft and air travel, as it relates to the approval of use of MILAIR via DD Form 2768, *Military Air Passenger/Cargo Request* to meet DoD Policy requirements (IAW, DoDD 4500.56 and DoDI 4500.43).

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

3.18.2.2. SAF/AA approves Secretariat requests;

3.18.2.3. CSAF approves AF/CV requests;

3.18.2.4. AF/CV delegates to AF/A3 approval of MAJCOM/CC's requests (when travel is primarily for Air Force purposes). AF/CV approves AF/CVA requests;

3.18.2.5. AF/A3 approves Air Staff, FOA and DRU requests;

3.18.2.6. MAJCOM/CCs approve their MAJCOM/CV requests;

3.18.2.7. MAJCOM/CVs approve their MAJCOM staff and subordinate requests; and,

3.18.2.8. Combatant Commander (COCOM) approves MAJCOM/CCs requests when travel is primarily for COCOM purposes.

3.18.2.9. In AF/A3's absence, requests in paragraphs 3.18.2.4 and 3.18.2.5 will be forwarded to AF/CV's office for action. The authorities delegated to AF/A3 are not further re-delegable.

3.18.3. All travelers (except those in PACAF and USAFE) submit their MILAIR requests to AF/A3M for validation and routing to the appropriate office for approval.

3.18.4. MILAIR requests must include a commercial air cost estimate, full justification for use of MILAIR and a statement that alternate means such as VTC or web-based communications are not sufficiently able to accomplish travel objectives. **(T-1)**. See DoDI 4500.43 and DoDD 4500.56, Enclosure 3 for determining commercial air travel costs.

**3.19. Common User Airlift on Operational Support Aircraft (OSA) Missions** . Common User Airlift may support OSA group travel requirements (e.g., CAPSTONE, TOPS IN BLUE, and CIVIC LEADER PROGRAMS) and other validated OSA missions. The Air Force supports such missions and other travel requirements as Special Assignment Airlift Missions (SAAM). The following exception applies to CAPSTONE CONUS Field Trip Travel only: "When CAPSTONE fellows are moved aboard mobility aircraft for the purpose of demonstrating the capabilities of the aircraft and the enroute support structure, the point-to-point transportation of the fellows becomes incidental to the capability demonstration. Therefore, use of training missions in this case is appropriate. Training flights used to carry CAPSTONE fellows should not include repetitive sorties on which the fellows are seeing similar elements of the Air Mobility Mission".

3.19.1. Essential Air Mobility activities on such capability demonstration sorties (e.g., Intra- or Inter-Theatre airlift, Airdrops, and Air Refueling) provide aircrews the opportunity to fulfill training requirements. On those capability demonstration missions identified by AMC for CAPSTONE courses, training missions must be logged using training hours. **(T-1)**. All CAPSTONE missions are handled as SAAMs for the purposes of command and control in order to ensure the success of these high-priority/visibility missions.

3.19.2. MAJCOMS, in coordination with users, must program funds for group travel missions they sponsor, including civic leader groups. HQ AMC must also POM for NON-MAJCOM group travel SAAM requirements such as DOD, HQ USAF, and other NON-MAJCOM sponsored OSA missions.

**3.20. Customs and Border Clearance** . OCONUS travelers must meet all customs and border clearance requirements. **(T-1)**. Travelers must have passports, visas, immunization records and all other required travel documentation in their possession before they begin their travel. **(T-1)**. See DoD 4500.54-G, AFI 24-401, AFI 24-402, AFI 24-403, and AFI 24-404 for further guidance.

**3.21. Security Considerations for OCONUS Travel** . Security of DOD travelers overrides all other routing considerations. See DOD 4500.54-G for guidance.

**3.22. Entitlement Extensions for Retirements and Separations.** Extension requests beyond established travel allowance expirations must clearly demonstrate hardship circumstances for the uniformed service member and/or dependents. **(T-1)**. A written justification along with supporting documentation (i.e., proof of home of record, place of entry, medical, educational, training, spousal employment, housing, etc.) is required. The Home of Selection Travel and Transportation Entitlements worksheet is required prior to retirement. Forward extension requests to the following, based on the subject.

Mailing Address:  
PPA HQ/PPEC

555 East Street, Suite 140

JBSA Randolph, Texas 78150E-Mail: hqppa.ecaf-ext@us.af.mil

**3.23. Defense Office of Hearing and Appeals (DOHA) Claims.** Under 31 USC§ 3702, DOHA settles travel and transportation claims for members of the uniformed services. Prior to July 1996, the General Accounting Office settled such claims under that statute. The Accounting and Finance Office is the point of contact for all DOHA claims.

**3.24. Application for Correction of Military Record.** The Air Force Board for Correction of Military Record (AFBCMR) is established under the authority contained in Title 10, US Code, Section 1552. This statutory authority is the highest administrative appeal in the USAF for reimbursing official travel and transportation claims including DOHA rulings when justified. The final determination is based on the information submitted to the AFBCMR, and each case is decided only after careful consideration of the evidence presented, with the burden of proof resting on the applicant. MPS is the POC for processing DD Form 149, Application for Correction of Military Record. See AFI 36-2903, *Air Force Board for Correction of Military Records* for processing instructions.

**3.25. Instructions to Travelers.** ITO/TMC brief all travelers on essential travel information on the following:

3.25.1. Traveler's responsibility for safeguarding, handling, and using all travel documents including carrier tickets, and meal tickets as applicable.

3.25.2. Reservations, cancellations and overbooking policies.

3.25.3. Routings, itineraries, transfer points, local transportation to include ground transportation, and rental vehicles. Traveler may keep promotional material including frequent flyer miles and payments from the carrier for voluntarily vacating a seat. Additional per diem may not be paid as a result of the delay in the travel in this case. See JTR, pars. C1200 and C1205 for more detailed information.

3.25.4. The traveler may not keep compensation for "denied boarding" when an airline does not allow a traveler to board an overbooked flight the airline owes the government compensation. **(T-1)**. Travelers must turn in any form of compensatory payment they receive from carriers to the finance office with their travel voucher. **(T-1)**. Travelers must turn in any unused tickets to ITO/TMC at their permanent duty station. **(T-1)**.

## Chapter 4

### TEMPORARY DUTY (TDY) TRAVEL

**4.1. Temporary Duty (TDY) Travel.** Air is the primary transportation mode for DoD personnel. Surface transportation may be approved by authorizing/order-issuing official or a competent authority for operational requirements (e.g., mission must be performed on a ship, medical, etc.), not for personal conveniences.

4.1.1. TDY travel should originate from the most rate-favorable point serving the member's duty station or place ordered to duty to obtain the best value travel arrangements for mission accomplishment. Travel orders must specify where authorized travel may originate and list all official travel segments. **(T-1)**. Refer to JTR, **Chapter 4**, Part G For privately owned conveyance travel.

4.1.2. Travelers and orders issuing official must ensure maximum utilization of Patriot Express airlift for transoceanic travel. **(T-1)**. The traveler must review mission needs and validate the reason for non-use of Patriot Express airlift in writing to TO. (Use Attachment 2 for Mission Impact Statement). **(T-1)**. Unit commanders/authorizing officials must review and approve request. **(T-3)**.

4.1.3. Squadron commanders or equivalent authority must approve authorization to self-procure transoceanic transportation. **(T-3)**. Sufficient justification must be maintained with member travel records for auditing purposes. **(T-3)**. Approval authority must not be delegated. **(T-1)**. TOs must provide a statement only if the traveler's official travel requirements cannot be satisfied. **(T-1)**. Orders must be annotated with the following statement: "Traveler authorized to personally procure transoceanic transportation." (Reference AFI 65-103, paragraph 3.3.16) **(T-1)**.

4.1.4. Travelers ordered to TDY while on Leave (JTR. Par. 4090-C) applies only if the need for the TDY is unknown to the member prior to the member's departure on leave. If the TDY is known by the member before departure on leave, the member is reimbursed actual travel expenses not to exceed the constructed round-trip cost between the PDS and TDY location. City Pair airfares are not authorized for use to/from the leave point if the TDY requirement is known before leave has begun (APP P2).

**4.2. Leave-In-Conjunction with Official (LICWO)** travel refers only to travel in connection with TDY. When a traveler is taking leave-in-conjunction with official TDY travel, use of government contract airfares (e.g., YCA, \_CA) and other government fares (e.g., YMZ, MMZ, MDG, LDG, etc.) are strictly prohibited to and from leave points, unless the leave is at the TDY location, then travel is for the official purposes, not the leave. These fares are offered by the airline industry for official travel purposes only, not for unfunded leave travel. Most airlines offer military members special or discount leave fares. The traveler must schedule all official travel through the ITO/TMC to ensure appropriate routing and reimbursement. **(T-1)**. The ITO/TMC must establish and publish local procedures for obtaining LICWO travel services based on their TMC contract and the method used for travel arrangements and ticketing. **(T-3)**. Reference DoDI 5154.31, Volume 4 for LICWO procedures and guidance.

4.2.1. Installations with an Information, Ticket and Travel (ITT) office. Unless prohibited in the DTMO Contract the TMC may provide arrangements and ticketing for both the leisure

and official travel for the traveler and family members when requested by the official traveler. Though travelers are required to use TMC for all official travel, it is strictly the individual's choice to arrange LICWO with the TMC. The traveler may also elect to make leisure travel arrangements through the ITT office, or other travel reservation resources. **Note:** Members are responsible for paying all additional fees above the official government cost.

4.2.2. When unusual or emergency conditions exist, making use of the TMC impractical, or the TMC is unavailable/unable to provide the requested service, the ITO/TMC and FM must issue a non-availability memo (Attachment 4) to the traveler allowing them to self-procure one-way or roundtrip tickets, whichever benefits the member, when approved in advance. **(T-1)**. The memo must identify Government costs limits for the official portion of the trip, and preclude problems with the traveler obtaining proper reimbursement. **(T-1)**.

4.2.3. A member on leave and ordered to return to a duty station (permanent or TDY) for duty generally must bear the cost of returning unless recalled for operational reasons as stated in the JTR 7045-B. **(T-1)**.



## Chapter 5

### PERMANENT CHANGE OF STATION

**5.1. Permanent Change of Station (PCS) Travel.** The local Military Personnel Section (MPS), Civilian Personnel Office (CPO) and the TO should jointly develop procedures for obtaining port calls information using AF Form 1546, *Request for Flight/Surface Reservations*. This request should be submitted no later than 90 days prior to the member's projected departure date. The ITO/TMC secures travel reservations and provides confirmed flight or ship information back to the servicing MPS or CPO.

5.1.1. It is Air Force policy to offer PCS travelers confirmed port call reservations optimally 60 days and minimally 45 days prior to departure from the old PDS. Delays may impose personal hardships for service members or civilian employees and their family members. When the AMC Passenger Operations Center is unable to confirm a reservation within a reasonable period of time or the member begins to experience hardships associated with not having a confirmed port call, the ITO should obtain commercial airline reservations to meet mission requirements. However, the ITO must ensure that DoD 4500.54-G or other directives do not otherwise restrict such travel. **(T-1)**. The guidelines for order of precedence must be followed. **(T-1)**.

5.1.2. The MPS provides PCS data sheets to both commanders and if signed by the losing commander, the port call may be changed and processed. The MPS or CPO initiates changes or cancellations for all port calls.

5.1.3. When dependents' concurrent travel is authorized it must be annotated in the member's PCS order. **(T-2)**. Family members with approved concurrent travel are authorized to travel at any time. The member must have at least 12 months remaining on his/her DEROS upon arrival of the dependents. **(T-2)**. The servicing MPS must determine when dependent travel orders will be published if dependents move separate from the sponsor. **(T-2)**.

5.1.4. Air Force members and DoD civilian employees and their authorized family members are required to obtain government-procured transoceanic travel through the ITO/TMC. ITO/TMC must use DoD owned, -controlled or -contracted aircraft to move travelers to, from and within overseas areas, when available. **(T-1)**. Self-procurement of transoceanic travel is not authorized unless specifically approved prior to travel and included in the orders. **(T-1)**.

5.1.5. POV transportation to/from Ports. See JTR paragraph 5352 and 5354. See DTR Part IV, Appendix K-3, Paragraph X.

**5.2. Non-Command Sponsored Dependents** . Reference DoDI 4515.13, Section 3, Paragraph 3.6.d.

**5.3. Transoceanic Travel by Ship (DTR 4500. 9-R; JTR, par. 3655)** . ITO/TMC must assist official travelers authorized to travel via ship. **(T-3)**. Travelers may also contact the DTMO to request assistance with obtaining a list of vendors offering acceptable passenger service by ship if needed. On ships with two or more accommodation classes, use the lowest class accommodations available.

5.3.1. When approved in advance by MPS and included in the PCS orders, dependents of Air Force members may use ship transportation at government expense for PCS travel when they have verification of a medical condition precluding travel by air. Air Force members may accompany their dependents when any one of the dependents is approved to use surface travel. If the verification is from a civilian physician, a government physician must also verify the need for surface travel. **(T-1)**.

5.3.2. Civilian employees or their dependents may use surface (vessels) transportation at government expense for PCS travel when they have verification of a medical condition precluding travel by air. If the verification is from a civilian physician, a government physician must also verify the need, for ship travel. **(T-0)**. Civilian employees may accompany their dependents when any one of the dependents is approved to use surface travel per JTR para 5588.

5.3.3. The authorizing/order-issuing official must include authorization for movement by ship in the travel order. **(T-1)**. The ITO/TMC must instruct travelers to meet the port call to prevent no-shows and have passports, visas, immunization records, etc., in their possession before they begin travel. **(T-2)**. The member must satisfy all border clearance requirements and obtain necessary travel and entry documents. **(T-2)**.

**5.4. Pet Shipments.** Pets are defined as cats or dogs only. Pet shipment on AMC flights is limited to two pets per family in permanent change of station status only. The traveler is responsible for all expenses related to the pet shipment and must comply with the carrier regulations. Reimbursement for shipping a pet is not authorized for military members however, civilian personnel are authorized IAW JTR 5768. The member may be reimbursed up to \$550 for mandatory pet quarantine incident to PCS. Also, the traveler must ensure all general entry and health requirements are met prior to pet shipment. **(T-1)**. ITO/TMC must assist with scheduling pets on AMC airlift (when included in TMC's PWS in the contract). **(T-2)**. The combined weight of pet and container up to 150 pounds must be charged as excess checked baggage. **(T-2)**. The cost of excess baggage varies depending on the AMC channel and destination. AMC restricts weight for pets with kennels (container) up to 150 pounds. If pet spaces are unavailable or the pet exceeds weight restrictions (to include kennel/container), the traveler is solely responsible for shipping the pet with a commercial airline carrier.

## Chapter 6

### SPECIAL CIRCUMSTANCES

**6.1. Renewal Agreement Travel (RAT)** . Civilian employees who are eligible for Renewal Agreement Travel (RAT) must obtain official travel orders from their servicing personnel office stating authorized travel locations and/or reimbursement allowance. **(T-1)**. Employees may select an alternate point, but must be stated in the orders. **(T-1)**. However, travel to the alternate point cannot exceed the authorized cost for travel between the old PDS and the place of actual residence and return to the old or new PDS as the case may be. Multiple alternate points are not authorized. Employees must arrange their travel through the ITO/TMC. **(T-1)**. Reference the JTR, **Chapter 7**, Part A, Section 10.

**6.2. Consecutive Overseas Tour (COT) and In-Place COT (IPOT) Travel** . Eligible members and their dependents are authorized travel and transportation for this funded leave, at government expense, between COT or IPCOT. Air Force members and their family may travel to their home of record (HOR) or to any other point not to exceed the cost of travel to the HOR. Since this is government funded travel, use of GSA Airline City Pairs fares is authorized. **Note:** If the member chooses an alternate destination (not the authorized destination) more expensive than transportation to the HOR, the member is financially responsible for the additional cost, unless transportation to the more expensive alternate place is authorized/approved by the Secretarial Process. In order to utilize the Secretarial Process instruct the members to contact the local MPS for assistance with staffing the request to AF/A1PA, to staff to SAF/MR if appropriate. If the member elects to travel to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination), city pair airfares are not authorized for transportation to/from that alternate place. The traveler may not use a cruise or tour packages as a substitute for COT/IPCOT travel. Members should visit their local MPS to determine COT entitlements and eligibility. (See JTR, Paragraph. 7060).

**6.3. Funded Emergency Leave (EL) Travel** . When eligible members and dependents permanently assigned to an OCONUS location receive notification of a family emergency away from their duty station, they may request travel orders to the emergency location. Once the member's commander or the delegated authority has determined emergency travel is authorized, the member and/or family member(s) are entitled to government funded round-trip transportation in accordance with JTR, Paragraph.7010 and DTR 4500.9-R, Part 1, **Chapter 102**. See AFI 36-3003, *Military Leave Program*. When AMC contracted airlift is not available, commercial air must be used. **(T-1)**. Do not delay the EL traveler(s) pending available Patriot Express missions. **Note:** For personal emergencies for members in TDY status see JTR Paragraph 7015.

The TMC will compute a baseline/authorized travel cost using GSA City Pair from the PDS to the nearest CONUS international airport (See Table 6.1) and search GSA City Pairs, military furlough and public fares that best accommodate the traveler's desires (times, dates, and destination). **(T-0)**.

**Table 6.1. Closest CONUS International Airports to Determine Baseline Travel Cost**

USAFE	BOSTON LOGAN IAP, MA
PACAF (Excludes HAWAII)	SEATTLE TACOMA IAP, WA

HAWAII	SAN FRANCISCO IAP, CA
AFCENT/AOR	BOSTON IAP, MA

**Note: This chart pertains to Air Force installations only.**

6.3.1. If the cost is cheaper to the EL destination vice the authorized baseline cost, the TMC may issue a ticket at no additional cost to the member (the member is authorized the use of City Pair fare if the cost is less than the baseline cost) (JTR 7010).

6.3.2. If the cost to the EL destination is higher than the baseline, the TMC will annotate the PNR with the authorized cost and ensure member understands and pays the additional costs on the non-City Pair fare (do not use a City Pair fare if it is higher than the baseline City Pair). **(T-1)**.

6.3.3. Use the member's GTC for EL travel costs whenever possible.

**6.4. Funded Dependent Student Travel** . (JTR 5151-Member, JTR 7165-Employee) Eligible uniformed service members and employees stationed overseas are authorized round-trip transportation for their student dependents attending formal education programs, to include vocational education. An annual trip for educational travel is one round-trip at any time within a fiscal year to and from the member's duty station (1 Oct through 30 Sep). Uniformed service members must contact their personnel office for program details and funding. (Employees) Travel to or from an alternate location may be authorized if cost-constructed so as not to exceed the contract fares (if available) between school and post (JTR 7165). **(T-1)**. **Note:** The dependent student transportation entitlement does not apply to cadets attending service academies as stated in JTR, Paragraph. 5076-A.1.

**6.5. Transporting Human Remains, Escorts, and Relatives of Personnel Attending Group Burials.** TO and mortuary affair officers satisfy travel provisions in AFI 34-242, *Mortuary Affairs Program*, JTR, **Chapter 7**, Part F. LRS-APS/PT must work closely with mortuary affairs for arranging transportation of human remains. **(T-1)**. Government aircraft is normally used to move human remains between OCONUS points or to the CONUS aerial port of debarkation (APOD), and in certain overseas locations, commercial air cargo are used. The normal mode for movement of human remains within CONUS is commercial air or other means that meet specific requirements.

6.5.1. Escorts (military or civilian). Remains of deceased Air Force military personnel or their family members are authorized travel as provided in the JTR, Paragraph. 7255.

6.5.2. Remains of deceased civilian personnel are authorized travel as provided in the JTR, Paragraph. 7295

**6.6. Individual Mobilization Augmentee (IMA).** IMAs may use GSA Airline City Pair Program fares when traveling to perform Inactive Duty Training, IAW DoDI 4515.16, *Use of General Services Administration (GSA) Contracts for Air Passenger Transportation Services (GSA City Pair Program) for Attendance at Inactive Duty (IDT) Assemblies*. Reference <http://arpc.afrc.af.mil/orders/travel.htm> for more information.

**6.7. Ready Reserves Called to Active Duty** . Members of the Air Force Reserves and Air National Guard coordinate travel arrangements when they receive orders to perform active duty. ITO/TMC provides round trip reservations for members on DoD -owned, -controlled, or -contracted aircraft when DoD service is not available to meet civilian employment commitments.

**6.8. Non-Appropriated Funds (NAF) Employees.** NAF military members and U.S. civilian NAF officials or employees performing official travel on orders are mandatory users of GSA Airline City Pair Program and must follow the order of precedence for air travel as stated in paragraph 2.3. **(T-1)**. NAF contractors may not travel on ITAs, and cannot use GSA Airline City Pairs fares. NAF orders cannot be charged on an Air Force CBA. Non-U.S. citizen employees of NAF activities are authorized NAF funded transportation in overseas areas in accordance with the terms of the employment contract. NAF travelers may travel on MILAIR or contracted aircraft when issued NAF travel orders. See DoDI 4515.13, Section 3 for additional information.

**6.9. Contractor Travel.** Government contractors may travel by MILAIR and AMC contracted chartered aircraft when issued a Letter of Authorization/Identification (LOA/LOI) and are eligible under DoDI 4515.13, Section 3, paragraph 3.6(k). See JTR, Appendix E, Part 3, for requirements when issuing an LOA. Government contractors are prohibited from using GSA Airline City Pair Program fares. Contractors may submit an LOA to a vendor for a discount on rail, hotel/motel or car rental, however, the vendor is under no obligation to give the contractor a government discount. Some carriers may offer a reduced airfare.

**6.10. Air Force Aero-Club Aircraft or Other Fly-It-Yourself Rental Aircraft.** Use of rental aircraft must be approved in the travel order IAW AFI 65-103. **(T-0)**. TO is not required to make arrangements for such services but should brief travelers on authorized reimbursements according to JTR, [Chapter 3](#) Paragraph. 3405.

**6.11. Early Return of Dependents (ERD) Travel .** The installation commander or the commanding officer designated by the Service Secretary concerned, the MPS and/or Unit Commander may authorize return of OCONUS command-sponsored dependents. Normally, requests are initiated by the sponsor and subject to approval on a case-by-case basis. The travel entitlement is from OCONUS to the place specified in the travel order (JTR Paragraph. 5096).

**6.12. Non Command Sponsored Dependents.** DoDI 4515.13, Section 3, Paragraph 3.6.d.

**6.13. Transoceanic Travel by Ship** (surface). TO schedules travel through the TMC that fulfills the traveler's mission using the lowest class accommodations available on ships with two or more accommodation classes (DTR 4500. 9-R; JTR, Paragraph. 3655).

6.13.1. Military dependents, civilian employees and their dependents may use surface transportation at government expense for PCS travel when they have verification of a medical condition precluding travel by air. Military members may accompany their dependents when any one of the dependents is approved to use surface travel. If the verification is from a civilian physician, a government physician must also verify the need for surface travel.

6.13.2. The orders-issuing authority or authorizing official must include authorization for ship movement in the travel order. **(T-1)**. The ITO/TMC must instruct travelers to meet the port call and prevent no shows, and have passports, visas, immunization records, etc., in their possession before they begin travel. **(T-2)**.

**6.14. Privately Owned Conveyance (POC) Travel Involving a Car Ferry.** Per Diem and reimbursement entitlements can be found in the JTR, Paragraph. 3715. POC travel of this type does not exhaust the POV shipping entitlement in the JTR, Paragraph. 5400 for a uniformed member.

## Chapter 7

### TRAVEL DOCUMENTATION AND BILLING

**7.1. General** . Documentation of travel with associated charges and payments is a joint responsibility of the traveler, authorizing official, TO, TMC and FSO. Documentation, whether paper or electronic, is used for travel authorization, travel vendor charges and payments, traveler reimbursement, auditing purposes, and data collection for management information system reports.

7.1.1. In an effort to streamline travel policy and procedures, MAJCOMs/AFIMSC must issue policy and guidance on whether GTRs will be managed at commands or locally at TOs. Every effort must be made to eliminate use of the GTR (SF Form 1169) to the maximum extent possible. **(T-1)**. The elimination of the GTRs is consistent with efforts to reengineer the transportation documentation and financial processes and to embrace charge vehicles for payment of transportation services. Thus, the preferred payment method for passenger travel is the Government Travel Card (GTC).

7.1.2. Mandatory Use of the GTC. The Travel and Transportation Act of 1998 (Public Law 105-264) requires use of the GTC as the method of payment/reimbursement for official travel expenses. The GTC encompasses the Individually Billed Account (IBA), the Centrally Billed Account (CBA) and the Unit Card. The requirement for mandatory use of the travel card applies to uniformed service members, DoD civilian personnel, and members of the USAFR and ANG while in federal service (Title 10 status). Use of the IBA is the mandatory method of payment/reimbursement for cardholders. **(T-0)**.

7.1.3. Transportation charges are as follows.

7.1.3.1. Transportation charges for airline, bus and rail tickets may be billed to the CBA. The local ITO/TMC must determine valid use of the CBA and reconciliation procedures. **(T-1)**.

7.1.3.2. Use of the IBA is mandatory as a method of reimbursement for official travel associated charges where a charge card can be used such as: ticketing, lodging, rental car, meals, etc. The IBA can only be used to obtain ticketing and services directly associated with official government funded travel.

7.1.3.3. The Unit Card is intended for use in group travel situations. Examples are presidential aircrews, academy athletic teams, and bands. The unit card can be used for official charges associated with travel.

7.1.3.4. The traveler is required to use the TMC for making official travel arrangements and ticketing if the TMC is available. **(T-0)**. When the TMC is available, but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the government would have paid if the arrangements had been made directly through a TMC. The IBA, CBA, and Unit Card are the only methods of payment to be used to obtain travel services. **Note:** Advance approval by the AO is required for all travelers desiring to self-procure official travel, and it must be included in the official travel order. **(T-0)**.

7.1.3.5. CBA and IBA Reconciliation and Refund Procedures. ITO, in conjunction with the TMC and FSO, must develop local procedures in meeting installation requirements and guidelines outlined by the Prompt Payment Act. **(T-1)**.

**7.2. Maintaining Records** . At a minimum, ITO/TMC must retain a copy of orders for CBA and either a copy of the ticket, passenger name record (PNR), or AF Form 529, Request for Air Carrier Services, for each CBA transaction processed. **(T-0)**. Additional documentation such as justification for non-use of GSA Airline City Pair Program fares, Patriot Express missions impact statements, etc. must also be retained. **(T-2)**. CBA ticketing documentation must be grouped and filed together for reconciliation purposes and forwarded as determined by the supporting FSO and DFAS Field Site. **(T-1)**. There is no requirement to retain a copy of orders, PNR or additional documentation for tickets purchased via IBA.

**7.3. Control of Accountable Forms.** ITOs must maintain control (until exhausted) of Government Transportation Request (GTR, (SF 1169), Meal Tickets, Passenger Warrants such as blank GTRs (SF 1169), meal tickets, and Passenger Warrants (formerly MTWs) are examples of accountable forms. Reference DTR 4500.9R Part I, Appendices L-GTRs and M-Meal for instructions and usage of GTR's. Dispose of records in accordance with AFI 33-364, *Records Disposition – Procedures and Responsibilities*.

**7.4. Receiving Unused Travel Documents.** ITOs/TMCs receiving unused travel documents must do the following:

7.4.1. Document receipt for unused tickets (Use of DD Form 730, Receipt for Unused Transportation Request and/or Tickets, including Unused Meal Tickets, is optional). **(T-1)**.

7.4.2. File the receipt per local procedures for receipt of unused tickets. **(T-1)**.

7.4.3. Send the receipt, voided unused ticket(s) and other pertinent documentation to the issuing TOs/TMC for proper disposition. **(T-1)**. Mark "Canceled" or "Void" across the face of the original unused, damaged, or canceled GTRs (SF 1169), transportation warrants, and meal tickets. **(T-1)**. (Refer to DTR 4500.9-R, Part I, Appendices L-GTRs and M-Meal Tickets). Dispose of them in accordance with AFI 33-364 *Records Disposition – Procedures and Responsibilities*. Dispose of the remaining copies as ordinary trash.

**7.5. Reporting Tickets or GTRs (SF 1169) Lost or Stolen** . ITOs who have blank GTRs (SF 1169) lost or stolen while in their custody must immediately notify, in writing, their local publication distribution office (PDO), and their appropriate finance office (i.e., DFAS), Offutt AFB, NE 68005-1920. Give the serial number or numbers of the missing GTRs (SF 1169) and circumstances surrounding the loss or theft.

**7.6. Furnishing Transportation to Military Personnel without Funds (Cost-Charge Travel).** When members of the uniformed services report to Air Force bases without funds and need transportation to their duty station, ITO provides cost-charge transportation.

7.6.1. Army personnel: DFAS Centralized Pay Operation; ATTN: JUMPS Cross-Disbursing, Dept. 20; Indianapolis, IN 46249-0601.

7.6.2. Navy personnel: Disbursing officer of member's ship or station.

7.6.3. Marine Corps personnel: Marine Corps Finance Center; Code (SD2R); Kansas City, MO 64197-0001.

7.6.4. Coast Guard personnel: Commandant (FP), U.S. Coast Guard Headquarters, 2100 2nd St. SW, Washington, DC 20593.

7.6.5. For members without orders, the ITO may issue transportation to active duty members without funds on ordinary leave, AWOL, deserters, and absentees, to return to their permanent duty station. ITO instructs the member to go to the base MPS for orders. The local MPS must issue orders containing appropriations cited by the Headquarters, Air Force Personnel Center (AFPC). **(T-1)**. An officer receiving cost-charge transportation must sign a certificate (in triplicate) stating that they agree to pay the cost involved or authorize collection from their pay, give the original certificate to the member, forward a copy to servicing FSO, and place a copy in the file with the travel documents. **(T-1)**.

7.6.6. Air Force members receiving a cost-charge fund citation from AFPC do not require a DD Form 139 because the use of AFPC fund cites automatically generates collection actions against the member's pay account.

**7.7. Processing Unused Tickets for Refunds.** Below are the recommended procedures for processing refunds; however, local ITO/TMC and finance office may implement different procedures in accomplishing refunds.

7.7.1. For installations without a TMC, complete a SF 1170, *Redemption of Unused Tickets*, or a standard memorandum letter and attach a copy of the lost ticket refund application, if available, and copies of the original tickets. Maintain a copy for your suspense for 120 days, and send the original documents to the carrier. The SF 1170 can be found on the General Service Administration information page on the worldwide web.

7.7.2. Initiate tracer action on unanswered requests for refunds on the 121st day and each 90 days thereafter, for up to one year from date of the initial SF 1170. If the carrier fails to respond within one year, forward all correspondences and documentation with the member's case file and annotate copy of SF 1170 with the statement, "No Response Received From Carrier," and send the information to the appropriate DFAS IAW AFI 33-364 *Records Disposition-Procedures and Responsibility*.

7.7.3. Installations serviced by a TMC. The ITO, FSO, and TMC must jointly agree on Unused Ticket refund procedures or as specified in the local performance work statement outlined by contract. **(T-2)**.

7.7.4. The issuing office may follow the recommended procedures below in processing unused travel documents and ticket refunds:

7.7.5. Receive unused portion of tickets and a copy of travel orders.

7.7.6. Use DD Form 730 (optional) or locally developed form (e.g., PNR, stamp, pre-printed labels, etc.).

7.7.7. Annotate form with pertinent data (e.g., unused segments, cost of unused segment, CBA, etc.).

7.7.8. Void/cancel original unused ticket without distorting the pre-printed fare basis and ticket value.

7.7.9. Advise traveler to file copy of receipt with travel voucher and maintain a copy for personal records.



7.7.10. Mail all unused documents issued at other installations to the issuing ITO/TMC on a transmittal or other means for verifying receipt of accountable forms.

7.7.11. Recommended refund procedures:

7.7.12. Create a refund suspense list of all unused tickets for the established ticketing period (e.g., weekly, monthly, etc.).

7.7.13. As a minimum, the suspense list should contain the traveler's name, ticket number, and refund amount in duplicate copies.

7.7.14. Provide TMC with the original unused tickets and a copy of the suspense list for processing at the end of the billing cycle (the average refund process takes 30 - 45 days).

7.7.15. The ITO must follow-up on unprocessed ticket refunds beyond 45 days. **(T-1)**.

7.7.16. Upon receipt of billing documents, verify ticket refunds against TO suspense list and resolve discrepancies with TMC.

7.7.17. ITO may make pen and ink changes to Element Expense Investment Codes (EEIC), (e.g. 409 to 421) rather than requiring an amended order.

**7.8. Local Payment of Airlines (LOPA) Procedures.** Mostly phased out with the TTRA that require travel services be secured with a Card, which is the CBA. Only a few OCONUS sites (mostly in Southwest Asia locations) still use this method due to country restrictions. See DTR 4500.9R, Appendix L, paragraph F.

**7.9. Meal Tickets Procedures.** See DTR 4500.9R, Appendix M.

**7.10. CBA procedures.** The CBA is used as the method of payment for airline, rail and bus tickets when:

7.10.1. A traveler has not been issued an Individually Billed Account (IBA), commonly referred to as a personal Government Travel Charge Card (GTCC).

7.10.2. Traveling as a group (when documented proof provided that no IBA has been issued).

7.10.3. Directed by AFIMSC/IZSL.

**7.11. To preclude travelers from mistakenly requesting reimbursement when the CBA method of payment is used, the TMC will mark the traveler's itinerary or ticket(s) with the method of payment. (T-0).** Tickets purchased using a CBA will state, "Airline ticket(s) paid by CBA, Non-Reimbursable to Traveler." **(T-0)**. Tickets purchased using an IBA will state, "Airline Ticket(s) paid by IBA, Reimbursable to Traveler". (T-0).

**Note:** The Passenger Name Record (PNR) invoice should not contain the CBA or IBA number.

7.11.1. Except for travel arrangements made through the Defense Travel System (DTS), TO must maintain a copy of the PNR invoice and a copy of the travel authorization/order for each ticket issued on the CBA. **(T-0)**. These documents should be filed either by transaction date, ticket number or alphabetically (traveler's name) to facilitate reconciling the CBA invoice. If the travel authorization/order is processed through the DTS, there is no need to retain a copy of the PNR and travel authorization because they are stored electronically

within the DTS. However, optional retention of a copy of the PNR and travel authorization for DTS transactions, appropriately filed, may simplify the reconciliation process.

7.11.2. When un-used or partially used tickets are returned to the ITO/TMC, documentation is initiated and forwarded to the airline/rail company for the appropriate refund/credit. The TO must establish an active suspense file identifying all travel transactions due credits/refunds from the airlines/rail companies for tickets charged to the CBA. **(T-1)**. Tracking must be accomplished by maintaining paper copy documentation files and by spreadsheet or another quick reference product that provides current status of all credits/refunds due. **(T-1)**. At a minimum the tracking product requires the travel order/authorization number, traveler's name, date a refund request was submitted, amount of credit due, and the date refund/credit was received as identified on the Government Travel Card Vendor (GTCV) invoice report. ITO must ensure that credits due appear on the GTCV's invoice report until the credit is received. **(T-1)**. A follow-up process, at least monthly, must be established to track the status of outstanding credits due until all are received. **(T-1)**.

## **7.12. CBA Reconciliation Process**

7.12.1. The GTCV uploads an electronic copy of the invoice at the end of the billing cycle for the ITO access, download and print. The electronic copy of the GTCV invoice (bill) should be accessed online as soon as possible, but no later than 5 working days after the end of the billing cycle. When accessed, the invoice is date stamped. This date starts the clock for prompt payment. The payment due date is stated on the GTCV invoice (and is the date used for determining amounts past due and the account suspension date). The reconciliation must be completed and certified by the ITO within 10 working days after receipt. **(T-2)**.

**Note:** If the online invoice is not accessible within 3 working days after the end of the billing cycle, ITO should contact the GTCV and advise of the issues with the online invoice.

7.12.2. At the end of the billing cycle, the GTCV sends an electronic version of the CBA invoice to the TMC for pre-reconciliation and to provide to the ITO. The electronic version provided by the TMC should contain the same data as the GTCV's online invoice made available to the ITO. The TMC's pre-reconciliation electronic invoice should be used to start the reconciliation rather than waiting for the paper copy.

7.12.3. ITO must also monitor CBA transactions using DTS CBA conditional routing when available. (T-2)

7.12.4. Based on the TMC contract, the TMC's participation in the reconciliation process varies. The ITO establishes written local procedures, in compliance with the contract, on the CBA reconciliation process to include specific TMC and ITO responsibilities and time periods for accomplishment.

7.12.5. The CBA reconciliation process as a minimum must include the following (for AFIMSC applicable sites):

7.12.5.1. CBA documents will be loaded onto the AFIMSC/IZSL SharePoint®. **(T-2)**. (Contact AFIMSC/IZSL for upload instructions which are located on AFIMSC/IZSL SharePoint®).

7.12.5.2. DFAS will download documents from the SharePoint®, this eliminates multiple delivery methods (mail, e-portal, etc.)

7.12.5.3. Any deviations from using SharePoint® must be approved by AFIMSC/IZSL.  
**(T-2)**

JOHN A. COOPER, Lieutenant General, USAF  
DCS/Logistics, Engineering & Force Support

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

B-240956; Sep 25, 1991; *70 Comptroller General Decision 713 (1991) Fly America Act-Code Sharing-Transportation by U.S. Carrier*

Title 10, U.S. Code, Section 1552, *Correction of Military Records: Claims Incident Thereto*

Title 31, U.S. Code, Section 3702, *Authority to Settle Claims*

Code of Federal Regulations; *Title 14, Aeronautics and Space; Chapter 1, Federal Aviation Administration, Department of Transportation; Part 108:11, Carriage of Weapons*

Code of Federal Regulations; *Title 41, Public Contracts and Property Management; Chapter 301, Temporary Duty (TDY) Travel Allowances; Part 301-10, Transportation Expenses*

***Joint Travel Regulations***

DTR 4500.9-R, *Defense Transportation Regulation, Part I, Passenger Movement*

DoDI 4500.43, *Operational Support Airlift (OSA)*

DoDI 4500.45, *DoD Transportation Policy Council*

DoDI 4500.53, *DoD Commercial Air Transportation Quality and Safety Review Program* DoD 4500.54-G, *DoD Foreign Clearance Guide* DoDD 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*

DoDI 4515.13, *Air Transportation Eligibility*

DoDI 4515.16, *Use of General Services Administration (GSA) Contracts for Air Passenger Transportation Services (GSA City Pair Program) for Attendance at Inactive Duty (IDT) Assemblies*

DoD 7000.14-R, *Financial Management Regulation, Volume 9, Travel Policy and Procedures*

AFPD 24-1, *Personnel Movement*

AFPD 24-4, *Customs and Border Clearance*

AFI 1-1, *Air Force Standards*

AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*

AFI 24-401, *Customs - Europe*

AFI 24-402, *Customs - Pacific*

AFI 24-403, *Customs - Southern*

AFI 24-404, *Customs - Domestic*

AFI 24-405, *Department of Defense Foreign Clearance Guide*

AFI 33-364, *Records Disposition - Procedures and Responsibilities*

AFI 34-242, *Mortuary Affairs Program*

AFI 36-2102, *Base-Level Relocation Procedures*

AFI 36-2903, *Air Force Board for Corrections of Military Records*

AFI 36-2805, *Special Trophies and Awards*

AFI 36-3003, *Military Leave Program*

AFI 65-103, *Temporary Duty Orders*

AFI 65-109, *Preparation of AF Form 938*

AFI 65-114, *Travel Policy and Procedures for Financial Service Offices and Financial Offices-Reserve Component*

AFMAN 16-101, *Internal Affairs and Security Assistance Management*

*U.S. Government DoD Airlift Rates and Non-US Government Airlift Rates*

### ***Prescribed Forms***

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

SF 1113, *Public Voucher for Transportation Charges*

SF 1169, *U.S. Government Transportation Request (Accountable Form)*

SF 1170, *Redemption of Unused Tickets*

DD Form 139, *Pay Adjustment Authorization*

DD Form 149, *Application for Correction of Military Record*

DD Form 730, *Receipt for Unused Transportation Request and/or Tickets, Including Unused Meal Tickets*

DD Form 1131, *Cash Collection Voucher*

DD Form 2768, *Military Air Passenger/Cargo Request*

AF Form 529, *Request for Air Carrier Service*

AF Form 1332, *Government Transportation Request and Meal Ticket/Register*

### ***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

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

**AF**—Air Force

**AF/A1**—HQ USAF, Deputy Chief of Staff, Manpower, Personnel and Services

**AF/A3**—HQ USAF, Deputy Chief of Staff for Operations

**AF/A4**—HQ USAF, Deputy Chief of Staff, Logistics, Engineering & Force Protection

**AF/A4LR**—HQ USAF, Logistics Readiness Division, Directorate of Logistics, Deputy Chief of Staff, Logistics, Engineering & Force Protection

**AFB**—Air Force Base

**AFBCMR**—Air Force Board for Correction of Military Record

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

**AF/CVA**—Assistant Vice Chief of Staff of the Air Force

**AF/DPC**—HQ USAF, Directorate of Civilian Personnel Policy and Personnel Plans

**AF/DPPC**—HQ USAF, Director of Personnel Programs, Education, and Training, Military Compensation and Legislation Division

**AFI**—Air Force Instruction

**AFIMSC/IZSL**—Air Force Installation Mission Support Center

**AFM**—Air Force Manual (old version)

**AFMAN**—Air Force Manual (new version)

**AFO**—Accounting and Finance Office (old version)

**AFR**—Air Force Regulation

**AF/SG**—HQ USAF, Surgeon General

**AMC**—Air Mobility Command

**AMCI**—Air Mobility Command Instruction

**AMHS**—Alaska Marine Highway System

**ANG**—Air National Guard

**AO**—Authorizing/Order-Issuing Official or Approving Official

**APOD**—Aerial Port of Debarkation

**APOE**—Aerial Port of Embarkation

**ARPC**—HQ Air Reserve Personnel Center

**AWOL**—Absent Without Leave

**CARB**—Commercial Airlift Review Board

**CFR**—Code of Federal Regulations

**CIC**—Customer Identification Code

**CONUS**—Continental United States

**COT**—Consecutive Overseas Tour

**CPO**—Civilian Personnel Office

**CPP**—City Pair Program

**CSAF**—Chief of Staff of the Air Force

**CTIM**—Commercial Travel Information Management

**DAO**—Defense Accounting Office(r)

**DCS**—Deputy Chief of Staff  
**DEPSECDEF**—Deputy Secretary of Defense  
**DEROS**—Date of Eligibility for Return from Overseas  
**DFAS**—Defense Finance and Accounting Service  
**DoD**—Department of Defense  
**DRU**—Direct Reporting Unit  
**DTA**—Defense Travel Administration  
**DTR**—Defense Transportation Regulation  
**DTS**—Defense Travel System  
**EASA**—Executive Airlift Scheduling Activity  
**ERD**—Early Return of Dependents  
**EEIC**—Element  
**ERTS**—Electronic Reservation and Ticketing Service  
**ETOOLS**—**Electronic** Tools  
**FAA**—Federal Aviation Administration  
**FMS**—Foreign Military Sales  
**FOA**—Field Operating Agency  
**FSO**—Financial Services Office  
**GATES**—Global Air Transportation Execution System  
**GSA**—General Services Administration  
**GTC/GTCC**—Government Travel Card/Government Travel Charge Card  
**GTR**—Government Transportation Request  
**HOR**—Home of Record  
**HQ**—Headquarters  
**IPCOT**—In Place Consecutive Overseas Tour  
**ITA**—Invitational Travel Authorization  
**ITO**—Installation Transportation Office  
**ITT**—Information Tickets and Travel  
**JCS**—Joint Chiefs of Staff  
**JPPSO**—Joint Personal Property Shipping Office  
**JTR**—Joint Travel Regulations,  
**LICWO**—Leave-in-conjunction with Official Travel

**LGRD**—Deployment & Distribution Flight or the equivalent  
**LOA**—Letter of Authorization  
**LOPA**—Local Payment of Airlines  
**MAJCOM**—Major Command  
**MALT**—Monetary Allowance in Lieu of Transportation  
**MATA**—Military Air Transportation Agreement  
**MILAIR**—Military Aircraft  
**MOA**—Memorandum of Agreement  
**MOU**—Memorandum of Understanding  
**MPS**—Military Personnel Section  
**MSC**—Military Sealift Command  
**MT**—Measurement Tons (20 cubic feet)  
**MWR**—Morale, Welfare and Recreation  
**NAF**—Non-Appropriated Fund (or) Numbered Air Force  
**NGB**—National Guard Bureau  
**NGB/CF**—Director, Air National Guard  
**OCONUS**—Outside Continental United States  
**OPLAN**—Operations Plan  
**OPR**—Office of Primary Responsibility  
**OSA**—Operational Support Airlift  
**PACAF**—Pacific Air Forces  
**PCS**—Permanent Change of Station  
**PCT**—Premium Class Travel  
**PDO**—Publications Distribution Office  
**PDS**—Permanent Duty Station  
**PFS**—Presidential Flight Support  
**PNR**—Passenger Name Record  
**POC**—Passenger Operations Center/Privatey Owned Conveyance /Point of Contact  
**POD**—Port of Debarkation  
**POE**—Port of Embarkation  
**PPA HQ**—Personal Property Activity Headquarters  
**PSU**— Primary Subordinate Unit



**SAAM**—Special Assignment Airlift Mission

**SAF/OS**—Office of the Secretary of the Air Force

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

**SAF/FMF**—Deputy Assistant Secretary for Financial Operations

**SAM**—Special Airlift Mission

**SECAF**—Secretary of the Air Force

**SECDEF**—Secretary of Defense

**SSCA**—Service Secretary Controlled Aircraft

**TA**—**Transportation Agent**

**TDY**—Temporary Duty

**TMC**—Travel Management Company formerly known as Commercial Travel Office (TMC)

**TO**—Transportation Officer

**TWCF**—Transportation Working Capital Fund

**USAF**—United States Air Force

**USAFE**—United States Air Forces in Europe

**USAFR**—United States Air Force Reserve

**USTRANSCOM**—United States Transportation Command

**VPC**—Vehicle Processing Center

**Attachment 2****TRANSPORTATION OFFICER (TO) APPOINTMENT CHECKLIST**

1. Has the individual served in the TO role before?
  - A) Yes
  - B) No
2. The individual has a \_\_\_\_\_ working knowledge of USTRANSCOM, Code of Federal regulation and Joint Federal travel/Joint Travel Regulation policies and laws.
  - A) Limited
  - B) Comprehensive
  - C) None
3. The individual has a \_\_\_\_\_ working knowledge of Title 5, 10, and 37 entitlements.
  - A) Limited
  - B) Comprehensive
  - C) None
4. The individual has a \_\_\_\_\_ working knowledge of all Personal Property.
  - A) Limited
  - B) Comprehensive
  - C) None
5. The individual has a \_\_\_\_\_ working knowledge of Cargo Movement.
  - A) Limited
  - B) Comprehensive
  - C) None
6. The individual has a \_\_\_\_\_ working knowledge of Passenger Travel.
  - A) Limited
  - B) Comprehensive
  - C) None

LRS/APS Commanders complete and submit with Special Order of appointment of Installation Transportation Officers. Installation TOs must be fully qualified as they serve as the single fiduciary and statutorily responsible transportation intermodal decision authority IAW Defense Transportation Regulation, Parts I through VII.

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Commander, LRS or APS