



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

DAFI 24-602V1_DAFGM2024-01

16 February 2024

MEMORANDUM FOR DISTRIBUTION MAJCOMs/FLDCOMs/FOAs/DRUs

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

SUBJECT: Department of the Air Force Guidance Memorandum to Department of
the Air Force Instruction 24-602V1, *Passenger Movement*

By Order of the Secretary of the Air Force (SecAF), this Guidance Memorandum immediately implements changes to DAFI 24-602V1, *Passenger Movement*. Compliance with this guidance is mandatory. To the extent the guidance memorandum's directions are inconsistent with other department of the Air Force publications, the information herein prevails, in accordance with Department of the Air Force Instruction DAFI 90-160, *Publications and Forms Management*. This guidance memorandum is applicable to Regular Air Force, United States Space Force (USSF), Air Force Reserve and Air National Guard.

The attached guidance changes include delegation to SAF/LL for Business Class travel, individual pet shipment responsibilities, Centrally Billed Account processing procedures and reissues policy from prior guidance memorandum changes to DAFI and Operational Support Airlift delegation authority.

This guidance is applicable to the entire DAF, including all civilian employees and uniformed members of the Regular Air Force, the United States Space Force, the Air Force Reserve, the Air National Guard, the Civil Air Patrol when conducting missions as the official Air Force Auxiliary, and those with a contractual obligation to abide by the terms of DAF issuances. **Note:** Air Staff roles and responsibilities (e.g., VCSAF, AF/DS) apply to the equivalent Space Staff office (e.g., VCSO, SF/DS), as appropriate, unless there is a clear withholding of such equivalent authority. For example, references to the Air Staff will also apply to the Office of the Chief of Space Operations (Space Staff). References to major commands (MAJCOMs) or NAFs will apply to field commands (FLDCOMs). References to wings will apply to installation deltas. **Note:** All contractor requirements contained in this DAFI must be contained within the contract/grant/agreement to be enforceable.

This memorandum becomes void after one-year has elapsed from the date of this memorandum, or upon publishing of a new publication permanently establishing this guidance DAFI 24-602V1 *Passenger Movement*, whichever is earlier.

TOM D. MILLER
Lieutenant General, USAF
DCS/Logistics, Engineering and Force
Protection

Attachment:
Guidance Changes

Attachment

DAFI24-602V1_DAFGM2024-01, 16 February 2024

(Changed Line 1-2, pg. 1) This instruction implements Department of the Air Force Policy Directive 24-6, *Distribution and Traffic Management*. It provides Air Force travel policy for worldwide military and commercial modes for passenger movement.

(Deleted Line 19-20 pg. 1) Air Staff roles and responsibilities (i.e AF/DS or its HAF/DS) may also apply to the equivalent Space Staff office (i.e. SF/DS), as appropriate.

(Changed Line 12-13, pg. 1) See DAFMAN 90-161, *Publishing Processes and Procedures*, Attachment 1, for a description of the authorities associated with the Tier numbers.

(Changed Line 16-18, pg. 1) Ensure all records are created because of processes prescribed in this publication are maintained in accordance with Air Force Instruction 33-322, *Records Management and Information Governance Program* and disposed of according to the Air Force Records Information Management System and Records Disposition Schedule.

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

(Deleted) 1.1.12. Delegates to CSAF, 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.

(Deleted) 1.2.4. 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.

(Deleted) 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.

(Deleted) 1.8.6. Staff requests requiring AF/CV authorization/approval for use of MILAIR for PCS travel for senior officials affected by extremely short notice assignments, late Senate confirmations, or contingencies.

(Deleted) 1.10.6. 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/IZLT to AF/A4LR for staffing to AF/CV.

(Added) 1.1.17 Delegate to SAF/LL for business class travel for two-star general and below personnel, assigned to SAF/LL, to escort a Member of Congress using business class travel, pursuant to Joint Travel Regulations section 031802. SAF/LL may not self-approve his/her own business class travel request and such requests should be processed in accordance with paragraph 1.1.8.

(Added) 1.1.18 Approve categorical inclusions of courses, conferences and other travel that automatically qualify for “direct service” spousal non-reimbursable travel per JTR 030501(A)(12).

(Changed) 1.10.1. Establishes procedures to transport eligible passengers and patients within their commands and theaters via military and commercial modes.

(Added) 1.14.10 Approve AF/DS and SF/DS spousal travel for commercial air IAW “direct service” criteria per JTR 030501(A)(12) for HAF/DRU/FOA personnel.

(Changed) 1.17.20 Publish Installation and/or Operating Instructions (OI) IAW DAFI 90-160, *Publications and Forms Management*, (this encompasses requirements for written procedures, do not require both) to codify local Traffic Management procedures specific to the installation, and designate the TO as the OPR. **(T-1)** Refer to the “Installation Traffic Management Instructions” template located on the AFIMSC Traffic Management Sharepoint®.

(Changed) 1.18.1 Complies with instructions from local Military Personnel Section (MPS), Civilian Personnel Office (CPO), Authorizing/Order-Issuing Official (AO), LRS/APS Passenger Travel Section, and those outline on travel orders IAW AFI 65-103, *Temporary Duty/Special Orders*, and DAFMAN 36-2102, *Base-Level Relocation Procedures*, as applicable. Provide TO travel orders when requested. Complies with the use of the Government Travel Charge Card (GTCC) policies for official travel unless exempt from mandatory use IAW DoDI 5154.31, Vol 2 *Commercial Travel Management*.

(Changed) 1.18.10 Coordinates travel arrangements for pets on AMC missions with the TO, or TMC as applicable. When pet spaces are unavailable on AMC missions, the traveler is responsible for transporting their pets using a commercial airline, paragraph 5.4 and JTR 050107.

(Deleted) 1.18.17 Responsible for all the related costs and restrictions when transporting their pets. Pet spaces in the Patriot Express are very limited, therefore the traveler is responsible for procuring other commercial alternatives where there is no pet availability on the PE.

(Added) 1.18.18 Must comply with Federal ethics laws, DoD 5500.07, *Joint Ethics Regulation*, and *Department of the Air Force Ethics Guide* when a non-Federal entity provides commercial air fare, lodging, meals, ground transportation or a waiver of conference registration fees. **(T-0)**. Upon acceptance of travel benefits under 31 USC 1353, refer to AFI 51-506 Chapter 8, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*, for guidance.

(Added) 1.18.19 Must exercise prudent use of official travel time and funds, matching the decisions a traveler would make on personally funded trips. **(T-0)**. Utilize virtual attendance at meetings, when possible, minimize the number of days of travel and overnight stays, and deduct for all government-provided and government-accepted meals from their M&IE per diem claim.

(Added) 1.18.20 The sponsor requesting approval for spousal travel or host of a DAF-hosted event, certifies to the Travel Approval Official, paragraph 2.11.3, that either reimbursable military air travel (full coach fare reimbursed by DoD spouse and spouse traveler) or non-reimbursable spousal travel providing cross or Direct Service to the Government commercial air travel is justified.

(Changed) 2.11.3.3 AF/DS for spouse travel of personnel assigned to Air Staff and SF/DS for spouse travel of personnel assigned to the Office of the Chief of Space Operations (Space Staff).

(Changed) 2.14 Invitational Travel Authorization (ITA) In instances of spousal travel (official [non-reimbursable] or unofficial), after the authorizing authority approves travel, the requesting organization will issue an ITA IAW AFI 65-103 and JTR 0305, funding transportation only using CPP fares. **(T-0)**. CPP fares may only be used for non-reimbursable (official) as the basis for calculating a Policy Constructed fare. Use full coach fare equivalent for reimbursable (unofficial) and military air reimbursable travel calculations. 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)**.

(Added) 2.14.4 The approval authority, 2.11.3, must certify the travel meets the requirements of U.S.C 5703 and the traveler is “legitimately performing a direct service for the Government.” **(T-0)**. Examples of direct service include when the traveler is acting an unpaid consultant to the US Government, spousal attendance at formal classroom training to become a member of the command team (CC,CD, and CCC and their spouses) or is acquiring specialized knowledge and will sue such knowledge to provide individualized advice and recommendations to the command funding the travel program. Travel and transportation expenses must be necessary and reasonable in amount in relation to the value of the direct service for the Government involved. **(T-0)**.

(Changed) 2.15.1 Family member or spousal travel to award ceremonies is not the same as spouse travel, which requires direct service or official participation. JTR 0309 only allows for funded government travel for spouses to attend a Department of the Air Force or higher-level awards ceremony. MAJCOM/CC and MAJCOM/CD may approve spousal travel for award recipients assigned to their command. Examples of applicable higher-level awards that fit this spousal approval criteria include: Presidential awards, annual agency and major organizational component ceremonies (does not include MAJCOM level awards), prestigious honorary award ceremony sponsored by non-Federal organization and those listed in DAFI 36-2806, *Awards and Memorialization Program*. 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.

(Added) 2.15.5 Questions related to funding and limited sponsorship involving non-Federal entities (NFE) sponsors, refer to DAFI 36-2803 or DAFMAN 36-2806. Sponsors can cover the travel expense can pay for awardee and spouse travel pursuant to 31 USC 1353 and AFI 51-506. Although travel of the awardee can be government-funded for prestigious NFE awards, spouse travel cannot be funded by the government. Spousal travel must either be self-funded or can be offered to the awardee (in their personal capacity) and accepted pursuant to 5 CFR 2635.204(d).

(Changed) **2.18 Standards for Traveling in Uniform:** IAW AFI 1-1, paragraph 3.4, *Air Force Standards* and DAFI 36-2903 paragraph 1.2-1.4, *Dress and Personnel Appearance of Air Force and Space Force Personnel*, when departing 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 wearing civilian clothing during official travel must ensure it is neat, clean, and appropriate for the mode of travel and destination. **(T-1)** Air Force personnel may not wear military uniforms in premium class commercial air seating (business and first-class) even if such seating is at the traveler's own expense or offered by the airline.

(Changed) 3.3.4.1 The amount of reimbursement depends upon the mode of transportation the service member or dependent chooses to use (if the member travels via commercial air, the full YCA-GSA-CPP Policy Constructed fare will be utilized for cost comparison).

(Changed) 3.18.2.7 MAJCOM/CDs and FLDCOM/CDs (or equivalent) approves MAJCOM and FLDCOM staff subordinate requests.

(Changed) 3.18.2.8 MAJCOM/CD approves requests for NAF/CC travel.

(Added) 3.18.2.9 NAF/CC approves NAF staff and subordinate requests.

(Added) 3.18.2.10 The Combatant Commander (CCDR) approves MAJCOM/CC and FLDCOM/CC requests when travel is primarily for CCMD purposes.

(Added) 3.18.2.11 In instances of a Commander's absence, approval must be at least one organization level higher than the requester.

(Changed) 4.2 Leave in Conjunction with TDY. City Pair Program airfare, and other contracted travel rates, are limited to official Government business and not authorized for personal travel. Reimbursement is authorized for the actual cost of the transportation used (to include taxes and fees when **not** included as part of the ticket cost) and limited to what the Government's cost would have been between the official duty locations using a Policy Constructed Airfare had there been no leave taken. The TO/TMC will compute a Policy Constructed Airfare for comparison purposes. Authorization must state that any excess costs over the costs for official travel are the traveler's financial responsibility. **(T-0)** The traveler must schedule all official travel through the TO/TMC to ensure authorized routing and reimbursement. **(T-1)** The TO/TMC must establish and publish local procedures for obtaining leave in conjunction with TDY travel services based on their TMC contract and the method used for travel arrangements and ticketing. **(T-3)** Authorized allowances are IAW JTR 033301 and JTR Table 3-20.

(Deleted) 4.3 Allowances for Various Combinations of Leave an Official Travel. See JTR, Table 3-20. Authorization must state that any excess costs over the costs for official travel are the traveler's financial responsibility. (Reference JTR 033301.B.3)

(Changed) 5.1.1 It is Department of the 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/618th AOC (TACC), is unable to confirm a reservation within 72 hours of passengers being placed in a hold status, the 618 AOC/ALDRC passenger operations will adjust the seat allocations to meet the traveler's requirement or issue an AMC non-availability response. Refer to the DTR Appendix G, GATES Response and Reason Codes, for AMC Flight Reservations. Upon receipt of non-availability response, the TO should obtain commercial airline reservations to meet mission requirements. However, the TO must ensure that DoD 4500.54-G, DoD Foreign Clearance Program or other directives do not restrict the selected mode of travel. **(T-1)**. The guidelines for order of precedence must be followed. **(T-1)**.

(Changed) 5.4 Pet Shipments. Questions on reimbursable pet shipping allowances are managed by the local Personnel and Finance offices. Allowances for shipping a pet are IAW JTR 050107. Pets are defined as cats or dogs only. Pet shipments on AMC Patriot Express flights are limited to two pets per family in permanent change of station status only. The traveler must ensure their pet has met the requirements of the destination country (health certificate, immunization, quarantine, and border clearance requirements). **(T-1)**. TMC's must assist with scheduling pets on AMC Patriot Express flights (when included in TMC's PWS in the contract). **(T-1)**. AMC restricts the combined weight of the pet and container to 150 pounds per pet. Weight limit cannot be waived. The owner will provide a pet shipment container. The container shall be proportionate to the actual size of the pet and allow the animal to stand up, turn around and lie down. If pet spaces are unavailable or the pet exceeds the weight restrictions (to include kennel/container), the traveler is responsible for transporting the pet. It is the traveler's responsibility to maintain all receipts in connection with pet transportation.

(Changed) 6.3 Funded Emergency Leave (EL) Travel. When the member's commander or delegated authority has determined emergency travel is authorized, the member and/or family member(s) are allowed government funded round-trip transportation IAW JTR para 0402. When AMC contracted airlift is not available commercial air must be used. **(T-1)** Do not delay EL traveler(s) pending available Patriot Express missions. TOs use the CPP fare when one is available between the authorized travel locations. In the absence of a CPP Fare, the TO/TMC will calculate a Policy Constructed Airfare for comparison. The authorized travel cost will utilize GSA City Pair Fares, including taxes and fees (when not incorporated in the ticket cost), from the PDS to the nearest CONUS international airport (refer to Table 6.1). **Note:** subparagraphs still apply. Different allowances apply when members travel from the CONUS to overseas than when they travel from overseas to the CONUS. Consult JTR Table 4-3 for specific allowances. For civilian employee allowances, refer to JTR 0403.

(Changed) 7.13.1 At the end of the billing cycle, the GTCV uploads an electronic copy of the invoice (bill) to their website. The electronic copy of the GTCV invoice must be accessed as soon as possible but no later than five calendar days after the end of the billing cycle. **(T-1)**. The TO must complete the CBA reconciliation and certification with 10 calendar days after receipt of the GTCV invoice at the end of the billing cycle. The TO must also ensure the invoice is dated, to acknowledge receipt and start the clock for the 30 calendar day Prompt Payment Act. **(T-1)**. See Title 31 USC Section 39 Prompt Payment, and Federal Acquisition Regulation, 52.232-25 Prompt Payment. Note: If the online invoice is not accessible within five calendar days after the end of the billing cycle, the TO contacts the GTCV to request assistance with the online invoice.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Deleted) AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*, 2 June 2015

(Added) DAFMAN 16-201, *Department of the Air Force Foreign Disclosure and Technology Transfer Program*, 19 January 2021

(Deleted) AFPD 24-6, *Distribution and Traffic Management*, 23 March 2018

(Added) DAFPD 24-6, *Distribution and Traffic Management*, 12 October 2022

(Deleted) AFI 33-360, *Publications and Forms Management*, 1 December 2015

(Added) DAFI 90-160 *Publications and Forms Management*, 14 April 2022

(Deleted) AFMAN 33-363, *Management of Records*, 23 March 2020

(Added) AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

(Deleted) AFI 36-2102, *Base-Level Relocation Procedures*, 18 September 2006

(Added) DAFMAN 36-2102 *Base-Level Relocation Procedures*, 16 December 2020

(Deleted) AFI 36-2806, *Awards and Memorialization Program*, 10 June 2019

(Added) DAFMAN 36-2806, *Military Awards: Criteria and Procedures*, 27 October 2022

(Deleted) AFI 36-3003, *Military Leave Program*, 24 August 2020

(Added) DAFI 36-3003, *Military Leave Program*, 24 August 2020

(Deleted) AFI 65-109, *Preparation of AF Form 938*, 06 July 2012

(Added) AFMAN 36-2136, *Reserve Personnel Participation*, 06 September 2019

(Deleted) DoD 4500.54-E, *DoD Foreign Clearance Program (FCP)*, 28 December 2009

(Added) DoDD 4500.54-E, *DoD Foreign Clearance Program (FCP)*, 31 May 2022

(Added) Title 31, *Code of Federal Regulations, Section 39, Prompt Payment*

(Added) Federal Acquisition Regulation 52.232-25, *Prompt Payment*

Adopted Forms

(Deleted) AF 847, *Recommendation for Change of Publication*

(Added) DAF 847, *Recommendation for Change of Publication*

Abbreviations and Acronym

(Added) DAFI-*Department of the Air Force Instruction*

(Added) DAFMAN-*Department of the Air Force Manual*

15 DECEMBER 2020



Transportation

PASSENGER MOVEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive AFPD 24-6, *Distribution and Traffic Management*. It provides Air Force policy for worldwide passenger movement. It applies to Air Force travelers and individuals, who prepare, manage, review, certify, authorize, and approve the 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 instruction may be supplemented at any level; all supplements must be routed to AF/A4LR for coordination prior to certification and final publishing. Staff recommended changes to this publication through the appropriate functional chain of command to AF/A4LR using the AF Form 847, *Recommendation for Change of Publication*. 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 through the chain of command to the appropriate Tier waiver approval authority, or alternately, to AF/A4LR for non-tiered compliance items to the requestor's commander for non-tiered compliance items. Ensure all records created because of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of according to the Air Force Records Information Management System and Records Disposition Schedule. 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. The Privacy Act System of Records Notice (SORN) FTRANSCOM 01 DoD, Defense Transportation System records, 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

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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 in accordance with (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.

1.1.2.1. 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.

1.1.3. Authorizes/approves military airlift (MILAIR) requests from Under Secretary of the Air Force (SAF/US) and Administrative Assistant to the Secretary of the Air Force (SAF/AA).

1.1.4. Authorizes/approves the use of 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. Designates the following Air Force Premium Class Travel (PCT), (e.g., first and business class) authorizing/approval authorities and reporting officials to meet DoD PCT Policy requirements. (**Note:** Self approval of PCT is prohibited):

1.1.6. SecAF or the SAF/US is the authorizing/approval authority and reporting official for **all** first class travel.

1.1.7. SecAF, SAF/US for business class travel of four-star generals and civilian equivalents assigned to Headquarters Air Force (HAF).

1.1.8. SAF/AA for business class travel for three-star generals and below of personnel assigned to the HAF.

1.1.9. Vice Chief of Staff of the Air Force (AF/CV) for business class travel of major command commanders (MAJCOM/CCs) (SAF/AA may approve in the absence of the AF/CV).

1.1.10. MAJCOM Commander for business class travel of personnel assigned to their MAJCOM. Requests are routed through Air Force Installation Mission Support Center (AFIMSC/IZLT), National Guard Bureau (NGB) or Air Force Reserve Command (AFRC) for review and coordination prior to approval consideration. MAJCOM Deputy Commander (CD) may approve in the absence of MAJCOM/CC.

1.1.11. AF/CV authorizes/approves PCT for Primary Subordinate Units, Direct Reporting Units (DRUs) and Field Operating Agencies (FOAs); (AF/A3) may approve in the absence of AF/CV).

1.1.12. Delegates to CSAF, 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.

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

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

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

1.1.15. Delegates to AF/A3 authorities and duties relating to the Air Force's Special Air Missions Division as outlined in [paragraph 1.4](#) of this AFI.

1.1.16. Delegates to the Commander, Pacific Regional Support Command and 3rd Operations Group Commander the authority to approve travel of assigned C-12 Operational Support Airlift (OSA) aircraft in support of Alaskan NORAD Region Long Range Radar Site sustainment, consistent with underlying contracts. If an O-6/GS-15 or higher requests travel on an assigned C-12 OSA aircraft, this request will require PACAF/CD approval.

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. Authorizes/approves MILAIR requests from AF/CV.

1.2.3. 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.

1.2.4. 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.

1.2.5. Delegates to AF/CV authority to approve MILAIR requests from MAJCOM/CCs and AF Director of Staff (DS), when travel is primarily for AF purposes.

1.2.6. Delegates to AF/A3 authority to approve MILAIR requests from Air Staff, DRUs and FOAs.

1.2.7. Delegates to MAJCOM/CCs authority to approve MILAIR requests for personnel assigned to their MAJCOM (including MAJCOM/CD); (MAJCOM/CD may approve in the absence of MAJCOM/CC).

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/dependent 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 dependents assigned to DRUs, and FOAs and Primary Subordinate Units (AF/A3 may approve in the absence of AF/CV).

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/DS when travel is primarily for AF purposes. (AF/A3 may approve MAJCOM/CCs request in the absence of AF/CV; and CSAF may approve AF/DS request in the absence of AF/CV).

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

1.4. Headquarters Director of Staff of the Air Force (HAF/DS).

1.4.1. Directs implementation of SecAF and CSAF-approved changes in the structure and composition of HAF and subordinate offices and activities. Synchronizes and reviews HAF staff actions to ensure support for the SecAF and CSAF's vision and goals.

1.4.2. Develops, implements and reviews plans, programs and policies for managing the HAF.

1.4.3. Supervises the dissemination, coordination, and monitoring of tasks from the SecAF, CSAF, Under Secretary of the Air Force (USECAF), VCSAF, and the Joint Staff. Acting as the executive secretariat liaison between HAF and the OSD.

1.4.4. Provides administrative services for the offices of the Secretary through the Headquarters Air Force Executive Secretariat (HAF/ES) by developing and implementing Command Section correspondence policy, providing quality control, and monitoring suspenses. Ensuring staff compliance with specific administrative procedures and due dates, monitoring incoming official correspondence and redirecting paper flow as necessary.

1.4.5. Provides guidance for integrating and synchronizing policies, plans, positions, procedures, and cross-functional issues for HAF. Ensuring that the staff effectively coordinates across HAF, Major Commands (MAJCOMs), FOAs, and with the Joint Staff, other Services, and the Office of the Secretary of Defense (OSD). Interacts with OSD, Joint Staff, Department of State and other US government agencies on correspondence and tasking issues pertinent to the HAF.

1.4.6. Plans, coordinates, executes and supervises Air Force protocol activities in support of the SecAF, CSAF, USECAF, VCSAF, and Chief Master Sergeant of the Air Force (CMSAF).

1.4.7. Plans, coordinates, executes and supervises key forums led by SecAF, CSAF, USecAF, VCSAF, and CMSAF, including the attendance and agenda for those forums. Forums include, but may not be limited to: CSAF's Senior Commanders' Conferences (CORONAs), Senior Statesmen (retired 4-star) Symposium, Leadership Forum (retired 1, 2, and 3-star), CSAF Civic Leaders Group, HAF staff meetings, Air Force Councils, and other Air Force senior leadership executive forums.

1.4.8. Coordinates with the Director of the Joint Staff (DJS) and other services' Directors of Staff: Navy Director of Staff, Director of the Army Staff and Director of the Marine Corps Staff.

1.4.9. Collaborates with and supporting SAF/AA with the organization and administration of the HAF staff, and establishing guidelines for the resolution of problem areas.

1.5. The Air Force Deputy Chief of Staff for Operations (AF/A3).

1.5.1. Authorizes, prioritizes and validates distinguished visitor (DV) airlift missions for senior national and Air Force senior leadership, 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.

1.5.2. Authorizes/approves 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. Note: Must validate with AF/A3 SAF/GCA if MILAIR approval also constitutes approval of commercial air if approved MILAIR becomes unavailable, if yes, are there instances when it does not? For example is the intent to only approve the trip if the MILAIR is available, and the spouse accompanies the Sponsor? (Future meetings to be held to resolve-this staffing effort continues).

1.5.3. Authorizes/approves premium class (business class) travel in the absence of the AF/CV for DRUs and FOAs.

1.5.4. Manages and executes all aspects of the special airlift mission aircraft assigned to the 89th Airlift Wing, as delegated by the SecAF pursuant to DoDI 4515.13.

1.5.5. Tasks and schedules executive aircraft in support of national leadership and Service Secretary Controlled Aircraft (SSCA) in support of Air Force senior leadership.

1.5.6. Validates, schedules and tasks specific fixed-wing missions as SSCA missions and schedules Special Airlift Mission aircraft, as delegated to the SecAF pursuant to Department of Defense Directive (DoDD) 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*.

1.5.7. Determines 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.

1.5.8. Provides Presidential advance agents for worldwide support of Air Force One and other select missions as directed by the Director, White House Military Office (WHMO).

1.5.9. In the absence of AF/A3, requests covered by [paragraph 1.4](#) will be forwarded to HAF/DS for action, and in the event that neither AF/A3 nor HAF/DS is available, forward to the AF/CV for action.

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

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

1.6.2. 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.

1.6.3. 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.

1.6.4. 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).

1.7. The Air Force Surgeon General (AF/SG).

1.7.1. 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.

1.7.2. Establishes medical criteria for travelers to qualify for transoceanic medical travel.

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

1.7.4. Coordinates on all requests for first class travel accommodation based on medical reasons.

1.7.5. Coordinates on all requests for transoceanic travel by surface based on medical reasons of dependent family members for PCS type travel.

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

1.8.1. Develops and publishes passenger policy for Air Force passenger movement according to SecAF delegated responsibilities.

1.8.2. Coordinates with other HAF offices and military Services on Air Force and joint passenger travel matters.

1.8.3. Staff travel requests requiring AF/CV authorization/approval for exceptions to transportation policy IAW DoDI 4515.13, Section 12, to permit travel of individuals not otherwise eligible, or not otherwise delegated authorization/approval authority on DoD-owned, -controlled or -contracted aircraft.

1.8.4. Staff first class travel accommodations requests to SecAF for authorization/approval when they meet the appropriate approval criteria of the Joint Travel Regulations (JTR) and this AFI.

1.8.5. Staff business class travel accommodation requests to AF/CV or the appropriate authorizing/approving official for requests originating at Air Staff, MAJCOM/CCs, 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.

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

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

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

1.9.2. Serves as program manager for Air Force military and civilian employees for all aspects of family member transportation and travel allowances.

1.10. Major Command (MAJCOM) Commanders

1.10.1. Establishes procedures to transport eligible passengers and patients within their commands and theaters.

1.10.2. Authorizes/approves spouse/dependent travel requests for personnel within their MAJCOM IAW [paragraphs 2.12.7 or 2.12.8](#) of this instruction. Endorses and staffs other spouse and non-spouse family member travel requests IAW [paragraph 2.13](#) of this instruction.

1.10.3. 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).

1.10.4. Approves business class travel requests for Air Force uniformed service members, Air Force civilian employees and authorized dependent family members assigned to their MAJCOM when the request meets the criteria in the JTR and this AFI.

1.10.5. Approves MILAIR requests from their MAJCOM/CD.

1.10.6. 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/IZLT to AF/A4LR for staffing to AF/CV.

1.10.7. Endorses and staff 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. MAJCOMs must submit requests to AFIMSC/IZLT, NGB or AFRC, as applicable, for review/coordination no later than 30 duty days prior to the desired travel date.

1.10.8. Endorses and staff first class travel accommodations requests through AFIMSC/IZLT for coordination, to AF/A4LR for staffing to SecAF/US for approval/disapproval no later than 30 duty days prior to desired travel date.

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

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

1.10.11. Recommends changes and request policy review of transportation and travel allowance from AFIMSC/IZLT.

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/IZLT for MILAIR/OSA travel of individuals not otherwise eligible to travel.

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

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

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

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

1.12.4. 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.

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

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

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

1.12.8. Operates the common-user AMC/618th Air Operations Center (AOC) Tanker Airlift Control Center (TACC), system for international air travel on Transportation Working Capital Fund (TWCF) missions.

1.12.9. Serves as a DoD member/representative to the General Services Administration (GSA) for the Airline City Pair Program (CPP).

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 Logistics Support Division (AFIMSC/IZLT) Note: National Guard Bureau (NGB) /Air Force Reserve Component (AFRC)-led installations will follow procedures applicable to and established by their respective MAJCOM.

1.13.1. Develops proposals and provide recommendations to AF/A4LR on Air Force policy and guidance for passenger movement. Provides world-wide intermediate-level organizational advice, planning, and oversight for passenger travel.

1.13.2. Directly assist, consults, coordinates and advises subordinate and MAJCOM subordinate activities providing transportation and travel allowances and performing Passenger Travel functions.

1.13.3. Establishes written procedures to ensure all ITOs places increased emphasis during traveler briefings, reminding them of their responsibilities to meet scheduled show times and flight times to assist in preventing AMC Patriot Express (PE) mission no-shows. Additionally, travelers are advised of required actions to notify the AMC terminal of any travel delays. Traffic Management Operations must maintain a signed copy of the briefings during ticket issuance.

1.13.4. Serves as an advisor, when requested, to AF/A4LR for the Passenger Service Advisory Group.

1.13.5. Serves as a coordinating office for developing and drafting USAF Defense Travel System Business rules, in conjunction with AF/A4LR.

1.13.6. Provides Subject Matter Expert support to installations and coordinate with Defense Travel Management Office (DTMO), United States Transportation Command (USTRANSCOM), MAJCOMs, and appropriate agencies when required, in conjunction with AF/A4LR.

1.13.7. Provides evaluations and recommendations to the MAJCOM/A4 for further routing to MAJCOM/CD and higher if required by this instruction.

1.13.8. Processes installation personnel Premium Class Travel (PCT) requests (first class and business class travel). Reviews request for PCT to ensure it meets JTR and this instruction's approval criteria.

1.13.9. Receives, reviews, validates and staff Spouse/Family Member Travel requests and PCT to ensure compliance with the JTR and this instruction.

1.13.10. Staffs PCT, Spouse Travel and requests for exceptions to travel policy for MILAIR/OSA to AF/A4LR or applicable approval office IAW AFD 24-1, Personnel Movement, and this instruction within 20 days prior to desired travel date.

1.13.11. Have Direct Liaison Authorized (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.

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

1.13.13. Ensures Centrally Billed Account (CBA) is utilized IAW AF and DoD policy for all Air Force Active Component Installations. **Note:** NGB/AFRC-led installations will follow procedures applicable to and established by their respective MAJCOM.

1.13.14. Executes quarterly (Fiscal Year) Unused Ticket Report (UTR) data call and consolidate prior to submitting to AF/A4L.

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

1.13.16. Reviews delinquency reports from SAF/FM and disseminate to installations for action if necessary.

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

1.13.18. Monitors and updates the DTMO Premium Class Travel Reporting Tool IAW the Other than Economy/Coach Class (OTECC) reporting requirement.

1.13.19. Reviews PCT Tool upon receipt of the OTECC or as requested by AF/A4LR.

1.13.20. 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.

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

1.13.22. Provides 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) appoints a member or employee by special order as Installation Transportation Officer (ITO) IAW the Defense Transportation Regulation (DTR), Part I, Chapter 101, paragraph D. (Sample appointment template available on AFIMSC Traffic Management SharePoint®).

1.14.2. The ITO briefs the Installation and/or Wing Commander on criminal penalties and fines IAW 41 CFR Part 102-117 and Title 49, Code of Federal Regulations, **Part 171**, General Information, Regulations, and Definitions. In order to ensure appropriate experience for this critical position, a hiring panel (three members) is recommended to hire all civilian ITOs or Deployment and Distribution Flight Chiefs, if they also hold the position of ITO. It is recommended a hiring panel consisting of a Chair (the LRS/APS Commander or delegated representative), an AFIMSC or MAJCOM Traffic Manager and a third member left to the discretion of the LRS/APS Commander, is utilized when filling a position that will serve as the ITO. At a minimum, ensure the Installation Transportation Officer Assessment and Special Order worksheet (see **attachment 3**) is completed and routed to the appropriate

authority for signature. The worksheet template can also be located on the AFIMSC Traffic Management SharePoint. Upon appointment, forward the signed document to AFIMSC/IZLT and maintain an electronic copy for three years after termination and/or revocation of the appointment order IAW AFRIMS.

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

1.14.4. The ITO must be a 2130 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 ITOs 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 located at AFIMSC Traffic Management SharePoint must 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:** A 2T071 MSgt with a promotion line number to SMSgt and filling a 2T091 Unit Manning Document position (Duty AFSC) may be appointed as the ITO during civilian vacancies.

1.14.5. At contracted locations where no qualified civilian or military personnel are available, the Contracting Officer Representative (COR) may be appointed, as ITO. **NOTE:** If a 2T071 MSgt with a promotion line number to SMSgt is filling a 2T091 Manpower Document position (Duty AFSC) they may be appointed as the ITO. When a civilian ITO position is vacant or a minimum CAFSC 2T091 SMSgt is not available, AFIMSC/IZLT 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/IZLT 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)**.

1.14.6. 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 employees 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 staffed to AFIMSC/IZLT for policy review.

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 through the TO. All PCT travel requests must be sent to AFIMSC/IZLT for staffing to the appropriate approval level, MAJCOM/CC for business class, or AF/A4LR to SecAF for first class. **(T-1)**.

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 1.13 of this instruction and the DTR. **(T-1)**.

1.15.3. Appoints the CBA Certifying Official or delegates the appointment authority to the ITO. The appointment must be in writing and a copy of the appointment letter, and DD Form 577, *Appointment/Termination Record*, must be on provided to the Defense Finance and Accounting Service (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)**.

1.15.5. Will make available at the request of AF/A4LR, AFIMSC/IZLT or IG all mandatory administrative documents (e.g. special orders, base procedures, memoranda, etc.) for review and assessment via specified electronic means (e.g. SharePoint, MICT, other). Documents must be current IAW Federal, DoD, and/or Air Force guidance. **(T-1)**.

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 travelers to utilize the Individually-Billed 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/Special Orders*.

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

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

1.16.6. Authorizes travelers/dependents with command medical authority certification to travel via surface and air transportation.

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, *Temporary Duty/Special Orders* and AFI 36-2102, *Base-Level Relocation Procedures*, and the JTR.

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 Financial Services Office (FSO) for processing in Vendor Pay.

1.17. Installation Transportation Officer (ITO).

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 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 TO updates the traveler's status in the Global Air Transportation and Execution System (GATES) and/or notify the 618 AOC/(TACC) at DSN 312-779-4024 or commercial (618) 229-4024.

1.17.8. Serves as the functional point of contact 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). **(T-2)**.

1.17.10. Ensure passengers are advised to contact the authorized Aerial Port of Embarkation (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/IZLT.

1.17.12. Staffs requests for PCT accommodations originating from Air Force uniformed service members or civilian employees through the chain of command. Refer to [paragraphs 2.8 and 2.9](#) of this instruction.

- 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. Coordinate with local Lead Defense Travel Administrator (LDTA) to establish DTS CBA conditional routing for CBA use authorization.
- 1.17.15. When authorized, appoints CBA certifying officials and ensure they complete required training. Ensures DD Form 577s are completed and provided to the DFAS Indianapolis Disbursing Office. **(T-0)**.
- 1.17.16. Arranges transoceanic ocean-going ship travel when authorized by the Orders Issuing Official/AO.
- 1.17.17. Provides written cost comparisons and advises travelers of options. Advises travelers to maintain a copy for travel voucher processing.
- 1.17.18. Ensures the TMC complies with PCT requirements IAW the DTMO contract, and that this is a special interest item with regard to quality control checks.
- 1.17.19. Establish procedures that emphasize traveler's cancellation requirements for Patriot Express flights when travel plans are changed, delayed or cancelled prior to the scheduled reporting or flight times. Documentation should be maintained to authenticate travelers' acknowledged receipt of flight change or cancellation procedures. Virtual or electronic procedures are acceptable.
- 1.17.20. Publish Installation and/or Operating Instructions (OI) IAW AFI 33-360, *Publications and Forms Management*, (this encompasses requirements for written procedures, do not require both) to codify local Traffic Management, procedures specific to the installation, and designate the TO as the OPR. **(T-1)**. Refer to the "Installation Traffic Management Instructions" template located on the AFIMSC Traffic Management SharePoint®.

1.18. Air Force Traveler

- 1.18.1. Complies with instructions from the local Military Personnel Section (MPS), Civilian Personnel Office (CPO), Authorizing/Order-Issuing Official (AO), LRS/APS Passenger Travel Section, and those outlined on travel orders IAW AFI 65-103, *Temporary Duty/Special Orders*, and AFI 36-2102, *Base-Level Relocation Procedures*, as applicable. Provide TO travel orders when requested. Complies with use of the Government Travel Charge Card (GTCC) 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 employees are required to make all travel arrangements according to the JTR paragraph 010201, DTR 4500.9-R **Part 1** and this AFI.
- 1.18.4. Staffs requests for PCT accommodations through the chain of command. Refer to **paragraphs 2.8 and 2.9** of this instruction.

1.18.5. Submit circuitous travel requests in conjunction with PCS IAW AFI 36-2102, *Base-Level Relocation Procedures* in sufficient time, to permit proper staffing. Maintain copies for travel voucher processing.

1.18.6. Safeguard paper tickets, if issued. 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 commercial airline.

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

1.18.8. 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-E Foreign Clearance Program, for further guidance.

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

1.18.10. Coordinates travel arrangements for pets on AMC missions with the TO, 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](#)

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

1.18.12. 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 paragraph 050202-C). If certified, the Air Force uniformed service member or civilian employee may accompany family members on oceangoing ship travel. A traveler and/or dependents authorized to travel by ship at Government expense must use the least costly room accommodations. **(T-0)**.

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

1.18.14. Submit requests for rest stops (if desired) on international flights by following the procedures in [paragraph 3.6](#)

1.18.15. 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.

1.18.16. Immediately notify their losing TO if travel plans change or are cancelled prior to the scheduled reporting or flight times. If unable to contact the losing TO, travelers should contact AMC, 618 AOC/(TACC), Passenger Operations Center at DSN 312-779-4024 or commercial (618) 229-4024.

1.18.17. Responsible for all the related costs and restrictions when transporting their pets. Pet spaces in the Patriot Express are very limited, therefore the traveler is responsible for procuring other commercial alternatives when there are no pet availability on the PE.

1.19. Traffic Management Cyber Discipline

1.19.1. Electronic Tools (eTools) are portable electronic devices (e.g. tablets, laptop computer,) that operate when disconnected. They are mission critical and certified to inter-operate on Air Force (AF) networks. They are used to capture and exchange transportation and supply data with approved logistic systems. **Note:** eTools do not include electronic devices and test equipment issued, configured or controlled Program Managers (PM). This guidance reduces cyber s and assigns responsibilities to achieve 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, 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. QAE's must review the listing and remain aware of the information when conducting surveillance of the TMC when making commercial air travel arrangements. **(T-0)**. A current listing may be obtained by contacting DTMO, Program Management Office or AF/A4LR.

2.3. Order of Precedence for Travel. IAW the DTR 4500.9-R, Part 1, Chapter 103, the TO/TMC must follow the below specific order of precedence to make official travel arrangements. **(T-0)**.

2.3.1. For all international/OCONUS travel, TO/TMC must utilize United States Transportation Command's (USTRANSCOM) contracted airlift (e.g., Patriot Express (PE) channel airlift) unless there is a documented negative critical mission impact. **(T-0)**. Refer to DTR Part 1, Appendix O for routing instructions and additional guidance.

2.3.1.1. TO/TMC must follow the DoD Order of Precedence and use PE channel airlift, even if the service can be provided at a lower cost by a commercial air carrier. **(T-0)**.

2.3.1.2. TO/TMC must follow the DoD Order of Precedence and use PE channel airlift, even if commercial air service is preferred by or is more convenient for the traveler.

2.3.1.3. TOs must contact the local Finance Office Lead Defense Travel Administration to establish a Conditional Routing (CR) for all OCONUS travel requests generated by the Defense Travel System (DTS). **(T-0)**. All OCONUS travel scheduled using DTS must be routed through the TO prior to scheduling commercial travel arrangements. **(T-0)**. CRs ensure PE flights are utilized prior to booking commercial Air.

2.3.1.4. In instances of requested 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) by utilizing [Attachment 2](#). **(T-1)**. To maximum use of the Patriot Express, the approving official must review each Exception to Policy (ETP) requests individually as blanket approvals are not authorized. Consideration for an ETP approval may include, but are not limited to the following:

2.3.1.4.1. Academic enrollment or completion for school-age dependents.

2.3.1.4.2. Active role at a change of command or assumption of command.

2.3.1.4.3. Morale and quality of life of the Airman is affected if flying on the PE.

2.3.1.4.4. Member, dependents and/or pets cannot be accommodated on the same PE. **NOTE:** An approved ETP does not guarantee reimbursement when the cost is above the authorized government threshold. Reimbursement of commercial travel will be limited to the official government fares, thus, any excess cost incurred above the government fare will be the responsibility of the member. **(T-1)**.

2.3.1.5. In situations where seats are not available on an AMC-PE flight, the TO will place the traveler's request "on hold" in GATES as validation that AMC-PE seats were not available, then wait (usually 24 hours, or notified by AMC in advance of the timeframe for receipt of the non-availability) for the non-availability message to become available. The TO will keep a copy of the message prior to consider scheduling commercial air travel through TMC. In instances when the TO cannot wait beyond 36-72 hours for the non-availability message, a written justification must be included in the record explaining the rationale for scheduling commercial.

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

2.3.3. Other U.S. Civil Reserve Air Fleet (CRAF) carriers.

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

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

2.3.6. DoD-approved foreign flag carriers.

2.3.7. 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. Reference JTR paragraph 020206-I.

2.4.2. When the TO/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 TO/TMC determines US Flag carriers are not available. Reference JTR paragraph 020206-I.

2.4.3. If it is determined that U.S. flag carriers are not available, TO/TMC must provide documentation explaining why a U.S. flag carrier cannot be used and 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 must be advised by the AO/TO/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, and must be used if available and meet the travelers' mission. The TO must use this program when a City Pair exists between the origin and destination listed in the official travel order. **(T-2)**. Restricted fares may also be used when available, and there is

limited changes will be required. The travelers' unit must assume responsibility for loss of fees associated with changes and/or cancellations. **(T-0)**. **Note:** Cancellation may result in no refund for the cost of the restricted fare tickets. To avoid losses to the government, AOs should only consider this option when travel plans are firm.

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, _DG air fares offered by non-contract carriers at City Pair rates, MMZ international non-contract air fare, 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 of two to nine passengers. For additional information on guidance on obtaining group travel arrangements for 10 or more passengers, reference DTR 4500.9-R, Part 1, Chapter 103, Section 6.a-c.

2.5.6. IAW JTR Chapter 3. 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 IAW JTR Table 3.20 as applicable.

2.6. The Travel Management Company (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 IAW 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 TO with the data required to complete the Unused Ticket Data and Refund Data report.

2.6.2. Unused ticket reports are due to AFIMSC/IZLT via SharePoint® or a designated automation system, no later than the 5th calendar day after TMC report is made available. **(T-2)**. AFIMSC/IZLT'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). 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 TO 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 exception 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 020206 K).

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 020206 J, **Table 2-4** 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, 020206, J, **Table 2-4**, 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. MAJCOM/CC must obtain business class travel approval from a person senior to the traveler in their chain of command. **(T-0)**.

2.7.6. To the maximum extent possible, the TO must 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 must be staffed to AFIMSC/IZLT for a policy review. **(T-2)**. First class travel must be staffed by AFIMSC/IZLT to AF/A4LR. **(T-2)**. Business class travel will be sent back to the requester for staffing and approval.

2.7.7. 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.

2.7.7.1. First class travel requests for civilian employees must be submitted to SAF/AA for review and routing to SAF/OS or SAF/US as appropriate for consideration.

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

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

2.7.7.4. SAF/AA reviews and route to SAF/OS or SAF/US as appropriate for consideration of approval/disapproval.

2.7.8. Business class travel accommodations. The SecAF has designated the following as business class travel authorizing/approval and reporting officials:

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

2.7.8.2. 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.

2.7.8.3. The AF/CV reviews and determine whether or not military requests are forwarded to SAF/AA for consideration of approval/disapproval.

2.7.8.4. 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.

2.7.8.5. SAF/AA reviews and forwards 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.

2.7.8.6. MAJCOM/CC is the authorizing/approval authority for business class travel requests for personnel assigned to their MAJCOM. (MAJCOM/CD may approve in the absence of MAJCOM/CC) **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 IAW the Joint Staff approval procedures.

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

2.8. PCT Approval Process. Every effort must be made to obtain authorization prior to traveling. **(T-0).** However, in cases where extenuating or emergency circumstances make advanced authorization impossible, the traveler must seek "after-the-fact" written approval within five business days. **(T-0).** In the event an after-the-fact request is disapproved, the traveler must pay the difference in cost between the premium class and coach class air accommodations. **(T-0).** **(Note:** JTR, paragraph 020206, J, Table 2-4 business/first class Airfare Costs Less than the 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 criteria, reference JTR section 020206, Table 2-4.

2.8.1.1. The traveler submits the PCT request through their authorizing/order-issuing official (AO) then forwards 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 known, but not less than 30 duty days prior to the desired travel date. **Note:** MAJCOMs, DRUs, and FOAs should establish PCT internal routing procedures for their organizations to meet required timeline stated in [paragraph 1.9](#)

2.8.1.2. The designated PCT 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 approval authority forwards the decision to the travelers' 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.

2.8.1.3. When the travelers' AO receives the PCT 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 authorization so the TMC can issue PCT tickets.

2.9. PCT Documentation Requirements. Before the TMC issues PCT tickets, the AO must enter a statement in the remarks section of the travel authorization stating PCT is approved. **(T-0).** The minimum information entered on the travel authorization is:

2.9.1. The type of PCT accommodations approved. (first class or business class).

2.9.2. The regulatory reference in the JTR that was used to justify the PCT.

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

2.9.4. The premium class approving authority, Name, Rank, and Office Symbol.

2.9.5. For extenuating circumstances or emergencies that prevent advance authorization of PCT, AO must include a statement on the travel authorization to permit TMC ticketing, reference JTR paragraph 020206.J.5.c. **(T-0)**. 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 must pay the cost difference between the PCT transportation used and the transportation class for which the traveler was eligible. **(T-0)**. 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 is staffed after 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.

2.10. PCT Reporting Requirement. When requested by DTMO and/or reflected on their “other than economy coach class” 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 include travel on an extremely demanding schedule, the requirement to work enroute to the TDY location, or 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, 020206.J.3, the flight length alone is insufficient justification to authorize or approve business-class travel. The AO must first consider using economy or coach-class fare and scheduling the traveler to arrive the day before TDY begins to allow appropriate rest. The second choice is to use economy or coach-class fare and arrange a rest stop, preferably at a no-cost point allowed by the airline with the traveler scheduled to arrive on the day TDY starts. The last option is to use business-class accommodations with a scheduled arrival on the day TDY starts.

2.10.3. **Business class requests originating at base level** must be submitted to the TO by the traveler through his/her unit/Wing Commander following the chain of command to which the traveler reports. **(T-1)**. After endorsement, the Commander submits the request to AFIMSC/IZLT for technical/policy review. AFIMSC/IZLT forwards the request to traveler’s applicable MAJCOM/CC for approval/disapproval. **(T-1)**. MAJCOM provides response to the requester and AFIMSC/IZLT. All requests must be kept on file for two years. **(T-1)**. An informational copy of all requests (including those authorized/approved) will be sent to AF/A4LR. **(T-1)**.

2.10.4. **Business class travel requests originating at the MAJCOM HQ/Center/DRU staff** must be submitted to AFIMSC/IZLT for technical/policy review. AFIMSC/IZLT conducts the review and forwards to MAJCOM/CC for approval/disapproval. **(T-1)**. MAJCOM provides response to the requester and AFIMSC/IZLT. An informational copy of all requests (including those authorized/approved) will be sent to AF/A4LR. **(T-1)**.

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 Commander following the chain of command to which the traveler reports. **(T-2)**. After endorsement, the Commander submits the request to the applicable MAJCOM/CC. The MAJCOM/CC will endorse travelers request and forward to AFIMSC/IZLT for staffing to AF/A4LR (MAJCOM/CC must request an AFIMSC policy/technical review prior to endorsement). Requests denied at any level are disapproved and should not be staffed further.

2.10.6. **First class travel requests originating from the MAJCOM HQ/Center/DRU staff** must be submitted to AFIMSC/IZLT for technical/policy review. AFIMSC/IZLT will forward to AF/A4LR. **(T-1)**.

2.10.7. AFIMSC/IZLT will provide to AF/A4LR within 10 duty days. **(T-1)**.

2.10.8. Business class accommodation requests must arrive at AF/A4LR as soon as the requirement is known, but not less than 20 duty days prior to desired travel date. **(T-2)**. When originating from:

2.10.8.1. 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)**.

2.10.8.2. The Air Staff, it 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.

2.10.8.3. The Secretariat, it 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 2.10.9](#) 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.

2.10.9. Requests for first 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:

2.10.9.1. Type of premium-class travel requested (first class or business class). **(T-1)**.

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

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

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

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

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

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

2.11. Official [Non-reimbursable-No cost to Sponsor] Spouse Travel. Spouse travel is highly visible and subject to close scrutiny. Prior to approval, it requires a thorough judicious review at each level of command. As a rule, generally, family members may not travel at government expense with a DoD sponsor on official business (TDY). Approved spouse travel may involve travel on military airlift (MILAIR), a commercial air carrier, or a combination of the two during a single trip. 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. Precedent setting requests require a high level of scrutiny, and legal office coordination is mandatory.

2.11.1. Standards for the approval of spouse travel on MilAir are below, incorporating Department of Defense policy from DoDD 4500.56 and DoDI 4515.13.

2.11.2. Standards for approval of spouse travel via a commercial air carrier are based on a different statutory authority. As such, spouse travel via commercial air carrier must be assessed for approval using the standards set out in the Joint Travel Regulations (JTR), not those outlined below.

2.11.2.1. The Department of the Air Force (DAF) approval authorities for spouse travel on MilAir identified in [paragraph 2.11.3](#) below also serve as sole DAF approval authorities for spouse travel on commercial air carriers.

2.11.2.2. In assessing requests that involve spouse travel on commercial air carriers for one or more legs of a trip, approval authorities may consider the general factors outlined in [paragraph 2.12](#), but they are not a substitute for the standards for approval set out in the JTR.

2.11.2.3. Where MilAir is the requested mode of travel, but there is a likelihood that commercial air transportation may be needed to support official spouse travel, approval authorities should also consider and document the use of this AFI and the JTR standard for approval when assessing the justification for a trip or leg of a trip. If official spouse travel was approved based on the use of MilAir but the traveler is advised prior to the start of the trip that MilAir is not available and a commercial air carrier must be used instead, then the approval of official spouse travel via commercial air carrier must be reassessed using the JTR standard. Where the prior approval was based solely on MilAir use, it does not automatically justify/support official spouse travel by a commercial air carrier.

2.11.3. The following are spouse travel approving authorities when the travel meets established criteria in this instruction or the JTR, as appropriate in a particular case. If the JTR sets approval at a higher level for spouse travel on a commercial air carrier, the JTR controls.

2.11.3.1. SECAF, CSAF and CSO for their own spouse's/family member's travel;

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

2.11.3.3. HAF/DS for spouse travel of personnel assigned to Air Staff and Space Staff;

2.11.3.4. AF/CV, VCSO and four star MAJCOM/CCs for travel of their own spouse (see exception in the Note in [paragraph 2.11.1.10](#));

2.11.3.5. HAF/DS for three star or lower MAJCOM/CC's spouse travel;

2.11.3.6. 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 Department of the Air Force role, these commanders must submit their spouse travel requests IAW this instruction (also see DODI 4515.13, Enclosure 2);

2.11.3.7. MAJCOM/CCs and vice commanders (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 MAJCOM/CV 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.

2.11.3.8. HAF/DS for all spouse travel of personnel assigned to a DRU (i.e., AF Academy) or FOA. AF/CV and VCSO respectively retain 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 or Space Staff channels to the designated approval authority (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 under this provision, 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.

2.11.3.9. AF/CV, VCSO and SAF/AA (for the Secretariat) serve as the sole Air Force approval authorities for any instance in which the requested spouse travel is not to accompany the DoD sponsor (should be a very rare situation).

2.11.3.10. In HAF/DS's absence, requests will be forwarded to AF/CV's or VCSO's as appropriate office for action covered by the delegations in [paragraphs 2.11.1.3](#), [2.11.1.5](#), and [2.11.1.8](#). The authorities delegated to HAF/DS are not further re-delegable.

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

2.11.3.11.1. The facts support one of the basis listed in [paragraph 2.11.3.15](#);

2.11.3.11.2. 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

2.11.3.11.3. 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\(c\)](#)).

2.11.3.12. IAW DoDD 4500.56, official (non-reimbursable) spouse travel on MilAir may be permitted when the facts of a particular situation support the spouse traveling to:

2.11.3.12.1. 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;

2.11.3.12.2. 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

2.11.3.12.3. 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. This paragraph applies to official spouse travel by MILAIR and by commercial air carrier.

2.12.1. Requests for approval of spouse travel at Government expense (whether on MILAIR or commercial air carrier) 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 DAF or the particular command. A separate determination is required for each stop of a multi-leg spouse travel itinerary and must be available for review by the travel approval authority. For travel on MILAIR, where possible the request should cite the specific portion of [paragraph 2.11.3.12](#) upon which the request is based.

2.12.2. Requests for official spouse travel (whether on MILAIR or commercial air carrier) 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. When accompanied by appropriate supporting documentation, the 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. If the DoD sponsor does not sign the MilAir request or travel is by commercial air carrier, this attestation by the sponsor must be submitted in a separate document.

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. See the JTR regarding whether and when official spouse travelers may be authorized per diem and/or other travel expenses. Payments of these expenses require prior approval by SECAF (for the Secretariat), CSAF (for the Air Force [service]) or the CSO (for the Space Force [service]). This authority may be delegated only to the AF/CV or VCSO.

2.12.6. Invitational travel authorizations (ITA) for official spouse travel must include a statement regarding the spouse's entitlement to per diem and other travel expenses. Where per diem and/or other expenses are approved the ITA must include an appropriate statement of entitlement. Otherwise the following statement will be included in the ITA as specified in JTR (or as modified by changes to the JTR), "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.

2.12.7.2. A request for official spouse travel to allow a spouse's attendance at a social event attended only by DoD or DAF officials is not sufficient justification.

2.12.7.3. Travel for a MAJCOM or Numbered Air Force (NAF) Commander's spouse may be approved for visits to MAJCOM or NAF bases that meet one of the criteria in [paragraph 2.11.3.12](#) or the JTR depending on mode of travel. 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 / location per trip. **Note:** Official spouse travel is not automatically authorized for Wing, Group or Squadron Commander/Command Chief visits to units subordinate to but not co-located with the parent unit.

2.12.7.4. Spouse travel to attend leadership orientation courses hosted at the MAJCOM or NAF level requires approval by the respective travel approval authority using the standard applicable to the mode of travel to be used. 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.

2.12.8. Misc. Ceremonies, Other Events.

2.12.8.1. Change of Command Ceremonies. As a general rule, a spouse may not be authorized invitational travel to 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.

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 be approved for invitational travel to 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.

2.12.8.3. Funerals, Dignified Transfers. As a general rule, a spouse may not be authorized invitational travel to 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. Depending on the facts, a travel approval authority may determine that the circumstances and anticipated attendees justify official spouse travel via MilAir to attend a funeral or dignified transfer. Official spouse travel using this authority in this circumstance must be applied in conjunction with the authorities found in DAF mortuary affairs guidance concerning unit representative travel. Spouse travel to funerals or dignified transfers using this authority is generally only available to one representative from each organizational level, e.g., SECAF, CSAF or CSO (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, wing, group or 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 IAW AFI 65-103 and the JTR, 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: “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. Family member/spouse travel to award ceremonies is not the same as spouse travel, which requires official participation. MAJCOM/CC and MAJCOM/CD 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 36-2806, *Awards and Memorialization Program*. 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 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. **Note:** Refer to the JTR for instructions and limitations on travel reimbursements for members, employees, ITA for family members, and ITA for 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).

2.16.1. Mandatory Use of the GTCC. The Travel and Transportation Act of 1998 (Public Law 105-264) requires use of the GTCC as the method of payment/reimbursement for official travel expenses. The requirement for mandatory use of the travel card applies to uniformed service members, DoD civilian personnel, and members of the Air Force Reserve and Air National Guard while in federal service (Title 10 status). Use of the GTCC is the mandatory method of payment/reimbursement for all official government travel. **(T-0)**.

2.16.2. Individually-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. **Note:** Personal expenses associated with leave in conjunction with official travel will not be placed on a GTCC, IBA or CBA (DoDI 5154.31, Volume 4, paragraph 040504). **(T-0)**.

2.17. Flyer Program Benefits. Government travelers on official business at government expense who 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)**. 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 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 as 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 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 authorization establishes the official travel points. Official travel arrangements must follow normal point-to-point routing. The priority order of precedence in DTR 4500.9-R, Part 1, Chapter 103 must be followed to the maximum extent possible. 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 0102. The TMC must route passengers using City Pair fares. **(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. Circuitous/indirect travel is PCS travel to, from or between OCONUS points over an indirect or circuitous route due to personal convenience and therefore all additional costs are at the traveler's personal expense, unless identified as official in the orders. . Travelers are authorized travel allowances over the official travel route only, unless the orders directed them to use Government transportation, and did they not use it when it was available, eliminating their eligibility to reimbursement, as determined by the local Finance Office.

3.3.1. Travelers initiate a circuitous/indirect travel request memorandum from the MPS/AO, Allowances are limited to the amount he or she would have been authorized (Government Constructed Cost-GCC) had travel been via the direct route between the old PDS and new PDS.

3.3.2. Circuitous routing must be approved in advance of travel by the servicing MPS/AO, and annotated in the travel orders (when practical). **(T-0)**. MPS/AO may also provide a memorandum for the traveler to provide to Traffic Management Office (TMO) and FM to assist vouchering and to ensure reimbursement does not to exceed authorized cost. **Note:** The TO is not the approval authority for circuitous or indirect travel, therefore an MPS/AO memorandum is needed to separate official travel from un-official travel points. The

3.3.3. Determining Circuitous or Indirect Travel: Upon travelers request of Circuitous or Indirect travel the TO:

3.3.3.1. Provides the member(s)/MPS/AO/FM the Government constructed cost to assist in the decision making process.

3.3.3.2. Informs the member(s)/MPS/AO and FM community on tools available to obtain commercial costs (e.g. GSA City Pair (CPP) website, TMC information, DTS, etc.) to assist in the decision making process.

3.3.4. Authorized travelers may self-procure commercial tickets through the TMC, including the transoceanic portion IAW 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.

3.3.4.1. The amount of reimbursement depends upon the mode of transportation the service member or dependent chooses to use (e.g. If member travels via commercial air, the full YCA-GSA-CPP fare will be utilized for cost comparison); if not otherwise directed or authorized. **(T-0)**.

3.3.5. 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 IAW MPS established local rules. **(T-0)**. Circuitous routings must not be used to relocate dependents overseas when the sponsor is assigned to a restricted, remote or isolated area. **(T-0)**. **Note:** This does not apply to designated-location moves.

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

3.3.7. When circuitous travel is desired, members must ensure approval is annotated in the 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 tickets from the TMC or other sources. Official travel should be procured from the TMC whenever possible.

3.3.9. If the member is authorized circuitous travel and chooses to travel by other modes (e.g., ship, rail, etc.), the member may be reimbursed 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 TO 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 TO must instruct members and/or their dependents they must maintain copies of all travel documents to support their 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 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 TO/TMC must provide non-U.S. flag carrier availability statement prior to dates of travel. **(T-0)**.

3.4. Dual Commitment Transportation. 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. See DTR 4500.9- R, [Part 1 chapter 102](#), paragraph B.

3.5. Group Passenger Movements. The Air Force defines group travel as 10 or more members traveling together with the 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. Group travelers must not book individual reservations in order to by-pass group booking procedures is in violation of airline tariffs, and is not acceptable under any circumstances. **(T-0)**. The TO has the authority to route any size group except those requiring the purchase of a full planeload charter. Once the provisions of [paragraph 2.3](#) are met (Order of Precedence) the following applies:

3.5.1. A movement of less than 10, (2-9) 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.

3.5.1.1. 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.

3.5.1.2. 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).

3.5.1.3. 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. International Travel. The official travel orders establish the official travel points. To arrange routes and reservations, the TO/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.

3.6.1. The TO/TMC must obtain reservations from the AMC/618th AOC (TACC), by GATES or via telephone for international travel when available. **(T-0)**. If military or AMC contracted air transportation is not available, the TO/TMC must route travelers using the GSA CPP fares (when available) or the policy constructed fares. If the traveler is shipping and/or storing a vehicle, this routing is over the normally traveled route between the closest international airport serving the old or new PDS, the official TDY location, the designated privately owned vehicle (POV) port or vehicle processing center (VPC). **(T-0)**.

3.6.2. The 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)**.

3.6.3. 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.

3.6.4. For booking AMC/PE flights, TOs must obtain 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)**.

3.6.5. For booking TDY travel on AMC/PE flights TOs should use a flexible 2-3 day travel window to check for flights prior to scheduling the travelers commercially using a single travel day. **(T-1)**. TOs must work with their Lead Defense Travel Administrator (LDTA) to ensure conditional routing is established on all commercial travel in DTS to check PE availability before and after the requested dates depending on the travelers' availability to travel. Brief travelers and Approving Officials of the requested window to better utilize open seats from AMC ports. The final decision must be documented with a mission impact statement on use of commercial services over available PE missions. **(T-1)**.

3.6.6. 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.

3.6.6.1. When traveling to and from OCONUS locations, TO/TMC must route the member from the AMC channel mission closest to old and new PDS. **(T-0)**. If AMC is not available, TO/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)**.

3.6.6.2. When shipping or storing a POV and utilizing the ports/VPCs, members may be routed from/to the international airport closest to the VPC, and the member's new PDS. **Note:** When members elect to self-procure POV storage for personal convenience, travel is not authorized to the storage facility. Reference JTR Paragraphs 0530 and 0532.

3.6.7. 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)**. Reference JTR, paragraph 020202.

3.7. Retirement and Separation When Home of Selection is Authorized.

3.7.1. To ensure travelers receive the correct information regarding their travel and transportation allowances, TOs should 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. (Ref: JTR 051003, AFI 36-2102 2.26- 2.33 and AFI-36-3203 paragraphs 2.2- 2.5).

3.8. Excess Cost Collection for Official Travel. To establish a uniform allowance 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 TO/TMC had booked the travel). When a CBA is used and a member's travel request exceeds the authorized government cost, TO/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 TO/TMC, or by contacting AMHS. The primary method of payment is the Government Travel Charge Card (GTCC). The AMHS reported that due to a steady increase in the number of DoD travelers making reservations and failing to show, ferry bookings are subject to being charged at the time of reservation rather than at check-in. TO/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 020211-A.

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. If approved, the TO/TMC must arrange official travel for individuals traveling on ITAs. **(T-1)**. IAW JTR, Delegation of Authority, when delegated by the responsible major air command the following authorities may issue ITAs: MAJCOM/CC; Commander, Intermediate Echelon; and Commander of a Wing, Group or Squadron. ITAs may be issued in the form of an official memorandum or a sample template is available as an example only at DTMO's Web site: <https://www.defensetravel.dod.mil/Docs/AP-ITA-01.pdf>. Other templates may be used as well. Requests for travel approval should be submitted through appropriate channels at least 20 working days prior to the anticipated date of travel. **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 TO/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, *Security Cooperation (SC) and Security Assistance (SA) 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, AFMAN 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. TO/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 TO/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 TO/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. Members requesting government transportation for the transoceanic travel from the CONUS must be routed from the following ports **(T-1)**:

3.14.2.1. For travel to Pacific Air Force (PACAF) installations, use Seattle International Airport.

3.14.2.2. For travel from United States Air Forces in Europe (USAFE) and United States Central Command (USCENTCOM) installations, use Baltimore-Washington International Airport.

3.14.3. Members requesting government transportation for the transoceanic travel to/from OCONUS must be routed IAW DTR, Appendix O. **(T-0)**.

3.14.4. 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 050101.

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 the Secretary of Defense 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. Patriot Express (PE) Payment Requirements. ITO/TMC must ensure all travel orders received from the travelers contain a Customer Identification Code (CIC). **(T-0)**. The 15-digit CIC is required for travel on AMC owned or controlled aircraft (e.g. Patriot Express) for AMC's billing purposes. For detailed passenger reservation requirements, refer to DTR, Part 1, Chapter 103. If the travel order does not contain a CIC, advise the traveler to contact the AO to request amendments to the order. For contractor billing procedures, refer to 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 on 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. 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.

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/DS requests;

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

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

3.18.2.7. MAJCOM/CD 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.

3.18.3. In the absence of AF/A3, requests will be forwarded to AF/CV office for action. 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.

3.20. 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-E, for further guidance.

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

3.22. Requests for an Extension of Travel Time Limit 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 Air Force Form 2473, Home of Selection Travel and Transportation Entitlements worksheet is required prior to retirement. Forward extension requests to the Personal Property Activity (PPA) Headquarters mailing address below. Mailing Address: PPA HQ/PPEC, 555 East Street, Suite 140, JBSA Randolph, Texas 78150, E-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 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 board considers all supporting information submitted by the applicant and provides a final determination on the appeal. MPS is the point of contact for processing DD Form 149, *Application for Correction of Military Record*. See AFI 36-2603, *Air Force Board for Correction of Military Records*, for processing instructions.

3.25. Instructions to Travelers. TO/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 and local transportation to include ground transportation and rental vehicles. Travelers 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. Reference JTR for more detailed information.

3.25.4. 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 received from carriers to the finance office with travel voucher. **(T-1).** Travelers must turn in any unused tickets to TO/TMC at their permanent duty station. **(T-1).**

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)**.

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 be most advantageous to the Government, unless the AO determines otherwise. (Ref JTR 020203)

4.1.2. Travel orders must specify where authorized travel may originate and list all official travel segments. **(T-1)**. Refer to JTR, Ch. 3, paragraph 050203 for travel via privately owned vehicle.

4.1.3. Travelers and orders issuing officials must ensure maximum utilization of Patriot Express airlift for PCS and TDY transoceanic travel. TOs must work with the local Finance Office to request establishment of a conditional routing to review international travel prior to the TMC issuing a commercial ticket. (T-0). The traveler must review mission needs and validate the reason for non-use of Patriot Express airlift in writing to the TO. (Use [Attachment 2](#) for Mission Impact Statement). **(T-1)**. Unit commanders/authorizing officials must review and approve request. **(T-3)**.

4.1.4. Approving Officials review/approve travelers' requests to self-procure their transoceanic transportation in advance of the travel. **(T-3)**. Sufficient justification must be maintained with member's travel records for auditing purposes. **(T-3)**. 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. Use of foreign-flag carriers must be authorized or approved by the Orders Approving Official or it is not reimbursable." **(T-1)**. (Reference AFI 65-103, paragraph 5.4.10).

4.1.5. Travelers contact their Finance office for information on reimbursement if they are ordered TDY while on Leave, (JTR paragraph 0333) may apply if the TDY was unknown 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.

4.2. Leave In Conjunction with TDY. JTR Ch. 3, Part E; 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 TO/TMC to ensure appropriate routing and reimbursement. **(T-1)**. The TO/TMC must establish and publish local procedures for obtaining leave in conjunction with

TDY travel services based on their TMC contract and the method used for travel arrangements and ticketing. **(T-3)**.

4.3. Allowances for Various Combinations of Leave an Official Travel. See JTR, Table 3-20. Authorization must state that any excess costs over the costs for official travel are the traveler's financial responsibility. (Reference JTR 033301.B.3)

4.4. Installations with an Information Ticket and Travel 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. Travelers are required to use TMC for all official travel for the government fare to apply. It is strictly the individual's choice to arrange unofficial travel with the TMC, the Information, Ticket and Travel office, or other travel reservation sources (government fares are not applicable on unofficial travel). **Note:** Members are responsible for paying all additional fees above the official government cost. Additionally, the GTCC, IBA or CBA cannot be used to purchase unofficial travel.

4.5. Unusual or Emergency Conditions. When unusual or emergency conditions exists making use of the TMC impractical, or the TMC is unavailable/unable to provide the requested service. The TO/TMC must issue a non-availability memo to the traveler allowing them to self-procure one-way or roundtrip tickets, whichever benefits the member. **(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 any problems with the traveler obtaining proper reimbursement. **(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, *Passenger Reservation Request*. This request should be submitted no later than 90 days prior to the member's projected departure date. The TO/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/618th AOC (TACC), 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 TO should obtain commercial airline reservations to meet mission requirements. However, the TO 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. 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 Date Eligible for Return from Overseas (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)**.

5.1.3. Air Force members and DoD civilian employees and their authorized family members are required to obtain government-procured transoceanic travel through the TO/TMC. TO/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)**.

5.1.4. POV transportation to/from Ports/VPC. See JTR paragraph. 053001 B.6 and DTR Part IV, Appendix K-3/K-4.

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 Chapter 107; JTR, paragraph 020206) . TO/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 paragraph 053801.

5.3.3. The authorizing/order-issuing official must include authorization for movement by ship in the travel order. **(T-1)**. The TO/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 shipments on AMC flights are 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 employees are authorized IAW JTR 054103. The military members may be reimbursed up to \$550 for mandatory pet quarantine incident to PCS. All travelers must ensure all general entry and health requirements are met prior to pet shipment. **(T-1)**. TMCs must assist with scheduling pets on AMC airlift (when included in TMC's PWS in the contract). **(T-2)**. AMC restricts the combined weight of the pet and container to 150 pounds each. The pets are charged as excess checked baggage during AMC check-in at the departure terminal, therefore travelers are expected to pay at that time. The cost of excess baggage varies depending on the AMC channel and destination. If pet spaces are unavailable or the pet exceeds the 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 the alternate point must be stated in the orders. **(T-1).** The travel cost 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 applicable. Multiple alternate points are not authorized. Employees must arrange their travel through the TO/TMC. **(T-1).** Reference the JTR, Chapter 5, Part H.

6.2. Consecutive Overseas Tour (COT) and In-Place COT (IPCOT) 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 families may travel to their Home of Record, or to any other point not to exceed the cost of travel to the Home of Record. Since this is government-funded travel, use of GSA City Pair fares is authorized. **Note:** If the member chooses an alternate destination (i.e., not the authorized destination) and the travel cost is 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, GSA City Pair fares 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 allowances and eligibility. Reference the JTR, paragraph 050812.

6.3. Funded Emergency Leave (EL) Travel. When eligible members, employees and authorized 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. Review the JTR, paragraph 0403 for employees' allowances. 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 IAW JTR, paragraph 0402, DTR 4500.9-R, **Part 1, Chapter 102**, and 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 0402. The TMC will compute a baseline/authorized travel cost using GSA City Pair fares from the PDS to the nearest CONUS international airport (See **Table 6.1**). The TMC will consider GSA City Pair fares, military furlough and public fares that best accommodate the traveler's desires (i.e., travel dates, times, and destination). **(T-0).**

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 (i.e., the member is authorized to use a City Pair fare if the cost is less than the baseline cost). Reference the JTR, paragraph 040101, Table 4-1.

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 GTCC for government funded emergency leave travel costs whenever possible.

6.3.4. The unit commander, without re-delegation, may authorize other OCONUS destinations IAW AFI 36-3003.

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

6.4. Funded Dependent Student Travel. (JTR, paragraph 050816-Member, JTR, paragraph 053806-Civilians) 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 to and from the member's duty station at any time within a fiscal year (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 the government constructed cost does not exceed the available contract fares between school and post (JTR 7165). **(T-1)**. **Note:** The dependent student transportation allowance does not apply to cadets attending service academies as stated in JTR, paragraph 050816, Table 5-26.

6.5. Transporting Human Remains, Escorts, and Relatives of Personnel Attending Group Burials. The TO and Mortuary Affairs Officer must satisfy travel provisions in AFI 34-501, *Mortuary Affairs Program*, and JTR, 032001. The TO 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 032001.

6.5.2. Remains of deceased civilian employees are authorized travel as provided in the JTR, paragraph. 032007.

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 Airline 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. TO/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 IAW 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 and are eligible under DoDI 4515.13, Section 3, paragraph. 3.6(k). 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, paragraph 020210.

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 allowance is from OCONUS to the place specified in the travel order (JTR, paragraph 050804).

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, [Part I, Chapter 107](#); JTR, paragraph 020206).

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 TO/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 Vehicle (POV) – Car Ferry Transportation. Per Diem and reimbursement entitlements can be found in the JTR, paragraph 020211. Travel of this type does not exhaust the POV shipping entitlement in the JTR, paragraph 050202 D.

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/approving official, TO, TMC and FSO. Documentation, whether paper or electronic, is used for travel authorization, travel vendor charges and payments, traveler reimbursement, auditing, and data collection for management information system reports.

7.1.1. In an effort to streamline travel policy and procedures, MAJCOMs/AFIMSC/DRUs must issue guidance on whether Government Transportation Requests (GTR) will be managed at commands or locally at TOs. Every effort must be made to eliminate use of the GTR (Optional 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. Thus, the mandatory payment method for passenger travel is the Government Travel Charge Card (GTCC).

7.1.2. Transportation charges are as follows.

7.1.2.1. Transportation charges for airline, bus and rail tickets may be billed to the CBA when approved by the local TO.

7.1.2.2. TOs must contact their Lead Defense Travel Administrator to request DTS conditional routing procedures to assist in determining valid use of the CBA. **(T-1)**.

7.1.2.3. 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.

7.1.2.4. 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.

7.1.2.5. 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)**.

7.1.2.6. CBA and IBA reconciliation and refund procedures are established between the TO, TMC and FSO under locally developed procedures. **(T-1)**.

7.2. Maintaining Records. For auditability purposes, at a minimum, the TO/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, and Exception memorandum for each CBA transaction processed. **(T-0).** Additional documentation such as justification for non-use of GSA Airline City Pair Program fares, Patriot Express mission 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. TOs must maintain control (until exhausted) of OF 1169, *Government Transportation Request* (GTR), Meal Tickets, Passenger Warrants such as blank GTRs, meal tickets, and Passenger Warrants (formerly MTWs) are examples of accountable forms. **(T-1).** Reference DTR 4500.9R Part I, Appendices L-GTRs and M-Meal for instructions and usage. Dispose of records IAW AFI 33-322, *Records Management and Information Governance Program*. Note: Active duty installations must contact AFIMSC/IZLT for authorization to use OF 1169. **(T-2).**

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

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

7.4.2. 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 (OF 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 IAW AFI 33-322, *Records Management and Information Governance Program*

7.5. Disposing of Obsolete, Spoiled, Canceled or Unused GTRs

7.5.1. The use of printed GTR forms has been replaced with electronic copies (obtainable at www.gsa.gov/forms).

7.5.2. Obsolete, spoiled, canceled, or otherwise unused GTRs, should be returned to the office in each agency that retains accountability (e.g., TOs).

7.5.3. The agency's accountable office (e.g., TOs) must contact GSA, Fort Worth, Texas (817-850-8247) to provide a list of the spoiled, obsolete, canceled, or otherwise unused GTR form numbers. The form numbers should be destroyed (shredded or burned) by the accountable office. Following the destruction, the accountable office should provide the date and list of the numbers actually destroyed to GSA/FAS, Technical Services and Commodity Branch (7QSBBB/610), 819 Taylor Street, Room 7A037, Fort Worth, TX 76102.

7.6. Reporting Lost/Stolen Accountable Documents. TOs who have lost/stolen tickets or lost/stolen blank GTRs 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 and circumstances surrounding the loss or theft.

7.7. 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, TO provides cost-charge transportation.

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

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

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

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

7.7.5. For members without orders, the TO may issue transportation to active duty members without funds on ordinary leave, AWOL, deserters, and absentees, to return to their permanent duty station and instructs the member to go to the base MPS to obtain 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)**.

7.7.6. 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.

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

7.8.1. 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.

7.8.2. 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 33-322, *Records Management and Information Governance Program*.

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

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

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

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

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

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

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

7.8.10. Mail all unused documents issued to the installation to the issuing TO/TMC on a transmittal or other means for verifying receipt of accountable forms.

7.9. Recommended Refund Procedures:

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

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

7.9.3. 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).

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

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

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

7.10. Local Payment of Airlines (LOPA) Procedures. This method of reimbursement requires travel services be secured with the CBA. LOPA was phased out by the Travel and Transportation Reform Act of 1998, or TTRA. 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.

7.11. Meal Tickets Procedures. See DTR 4500.9R, Appendix M.

7.12. Centrally Billed Account (CBA) Procedures. The CBA is used as the method of payment/reimbursement for airline, rail and bus tickets when a traveler has not been issued an IBA/GTCC and meets the exemptions outlined in DoDI 5154.31, Vol. 4, [paragraph 040602](#)

7.12.1. To preclude travelers from mistakenly requesting reimbursement when the CBA method of payment is used, the TMC will mark the traveler's receipt or ticketed copy 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.

7.12.2. 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.

7.12.3. When un-used or partially used tickets are returned to the TO/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. TO 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)**.

7.13. CBA Reconciliation Process

7.13.1. At the end of the billing cycle, the GTCV uploads an electronic copy of the invoice to their website for access, review, download and print by the TO. The electronic copy of the GTCV invoice (bill) should be accessed online as soon as possible, but no later than five working days after the end of the billing cycle. The TO must ensure the invoice is dated, acknowledging receipt. The Receipt/ download of the GTCV invoice (bill) starts the clock for the Prompt Payment Act for DFAS acknowledgment of receipt. **Note:** If the online invoice is not accessible within three working days after the end of the billing cycle, the TO should contact the GTCV and request assistance with the online invoice.

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

7.13.3. Monitor CBA transactions using DTS CBA conditional routing when available. **(T-2)**

7.13.4. Establishes written local CBA reconciliation procedures to include specific TMC/TO responsibilities and time periods for CBA completion (Based on the reconciliation process stipulated in their contract).

7.13.5. For AFIMSC/IZLT applicable sites, the CBA reconciliation process must be performed as follows:

- 7.13.5.1. CBA documents will be uploaded into the installation SharePoint® folder. **(T-2)**.
- 7.13.5.2. DFAS may download documents from AFIMSC/IZLT SharePoint®.
- 7.13.5.3. Any deviations from using SharePoint® must be approved by AFIMSC/IZLT. **(T-2)**.

WARREN D. BERRY,
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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*

Title 41, Code of Federal Regulations, Chapter 301, *Temporary Duty (TDY)*; and Part 301-10, *Transportation Expenses*

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AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

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AFI 36-2102, *Base-Level Relocation Procedures*, 18 September 2006

AFI 36-2806, *Awards and Memorialization Program*, 10 June 2019

AFI 36-3003, *Military Leave Program*, 24 August 2020

AFI 65-103, *Temporary Duty/Special Orders*, 15 August 2019

AFI 65-109, *Preparation of AF Form 938*, 6 July 2012

AFMAN 65-114, *Travel-Procedures for Financial Management Flights, Finance Offices-Reserve Components, Air Force Installation and Mission Support Center – Finance Component*, 27 August 2019

AFMAN 16-101, *Security Cooperation (SC) and Security Assistance (SA) Management*, 2 August 2018

Adopted Forms

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

SF 1113, *Public Voucher for Transportation Charges*

OF 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*

AF Form 1546, *Passenger Reservation Request*

AF Form 847, *Recommendation for Change of Publication*

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

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

AFI—Air Force Instruction

AFIMSC—Air Force Installation Mission Support Center

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFR—Air Force Reserve Command

AF/SG—HQ USAF, Surgeon General
AMC—Air Mobility Command
AMHS—Alaska Marine Highway System
AO—Authorizing/Order-Issuing Official or Approving Official
AOC—Air Operations Center
APOD—Aerial Port of Debarkation
APOE—Aerial Port of Embarkation
APS—Aerial Port Squadron
AWOL—Absent Without Leave
CARB—Commercial Airlift Review Board
CBA—Centrally Billed Account
CC—Commander
CD—Deputy Commander
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
CV—Vice Commander
DFAS—Defense Finance and Accounting Service
DoD—Department of Defense
DRU—Direct Reporting Unit
DTMO—Defense Traffic Management Office
DTR—Defense Transportation Regulation
DTS—Defense Travel System
ERD—Early Return of Dependents
EEIC—Element of Expense Investment Code
EL—Emergency Leave
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
GTCC—Government Travel Charge Card
GTCV—Government Travel Card Vendor
GTR—Government Transportation Request
HAF—Headquarters Air Force
IBA—Individually-Billed Account
IPCOT—In Place Consecutive Overseas Tour
ITA—Invitational Travel Authorization
ITO—Installation Transportation Office/Officer
JTR—Joint Travel Regulations
LDT—Lead Defense Travel Administrator
LOPA—Local Payment of Airlines
LRS—Logistics Readiness Squadron
MAJCOM—Major Command
MAJCOM/CD—Deputy Commander, Major Command
MATA—Military Air Transportation Agreement
MILAIR—Military Aircraft
MPS—Military Personnel Section
NAF—Non-Appropriated Fund (or) Numbered Air Force
NGB—National Guard Bureau
OCONUS—Outside Continental United States
OF—Optional Form
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

POV—Privately Owned Vehicle

RAT—Renewal Agreement Travel

SAAM—Special Assignment Airlift Mission

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

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

SAF/US—Under Secretary of the Air Force

SAF/FM—Deputy Assistant Secretary for Financial Operations

SecAF—Secretary of the Air Force

SSCA—Service Secretary Controlled Aircraft

TACC—Tanker Airlift Control Center

TDY—Temporary Duty

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

TMO—Traffic Management Office

TO—Transportation Office/Officer

TWCF—Transportation Working Capital Fund

USAFE—United States Air Forces in Europe

USTRANSCOM—United States Transportation Command

VPC—Vehicle Processing Center

WHMO—White House Military Office

Attachment 2

EXAMPLE OF MISSION IMPACT STATEMENT

Figure A2.1. Example of Mission Impact Statement.

1. Members and employees must provide sufficient justification and obtain appropriate approval if requesting deviation(s) from the use of AMC flights and/or the contracted carrier (city pair program) when available. The Installation Transportation Officer (ITO)/Travel Management Company (TMC) determines the official normally traveled route, and the allowed government constructed cost, thus requests for deviations must be approved in advance.

2. Approval of the member's request to deviate from the use of AMC flights and/or contracted carriers rests with the orders authorizing/approving official, unit commander or next commander in the chain of command. Contact the ITO/TMC if assistance is needed to obtain official travel information.

MEMORANDUM FOR (ITO/TMC)

FROM: Traveler's Name/Rank
Unit/Office Symbol

SUBJECT: Mission Impact Statement:

Departure Date/Time: _____ Destination: _____

Justification: (CCs/AOs: See paragraph 2.3.1.4 for examples of things to consider prior to approval)

Traveler's Signature: _____

Unit Commander or designee's Signature: _____

Official Travel/Gov't Cost (specify per person or total):


Unofficial/Personal Travel Cost: _____

TMC Rep/Date: _____ / _____ ITO Rep/Date: _____ / _____

Attachment 3

SAMPLE APPOINTMENT SPECIAL ORDERS

Figure A3.1. Sample Appointment Special Orders.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS HOST WING
INSTALLATION AFB, STATE

SPECIAL ORDER
M-01

Appointment of Installation Transportation Officer

1. In accordance with the Defense Transportation Regulation (DTR) 4500.9-R, *Individual Missions, Roles and Responsibilities, (Grade/Rank, Name)* is officially appointed as the Transportation Officer (TO) to execute Department of Defense (DoD) traffic management policy and procedures for this installation.
2. This appointment confirms the individual is fully trained and equipped to provide efficient, responsive, and quality transportation services within the assigned AOR and ensure compliance with governing laws, directives, systems or programs, and regulations for cargo, passenger, personal property, and unit moves.
3. Training, education and experience have been thoroughly assessed, and the individual is qualified and capable of providing technical direction, management, and evaluation of the traffic management and unit movement aspects of the DoD transportation movement program on a worldwide basis, subject to the overall guidance, policies, and programs established by USTRANSCOM, the CFR, and DoD Components.
4. Authority: DTR 4500.9-R, Parts I-IV, and AFI 24-602, Volumes 1, 2 and 4.
5. This Special Order is effective the date signed, and supersedes all previous appointments, same subject.

//////////OFFICIAL//////////

Digital Signature of Installation CC
or Delegated Authority

INSTALLATION TRANSPORTATION OFFICER (TO) ASSESSMENT/SPECIAL ORDER	
<p>REFERENCES: 41 CFR Part 102-117, Subpart M, <i>Recommendations for Authorization and Qualifications to Acquire Transportation Using a Rate Tender</i>; DTR 4500.9-R, <i>Individual Missions, Roles and Responsibilities</i>, Sections U and X; AFI 24-602, Vol 1 (<i>Passenger Movement</i>), Vol 2 (<i>Cargo Movement</i>) and Vol 4 (<i>Personal Property Moving and Storage</i>).</p> <p>PURPOSE: IAW DTR Section U Paragraph 1, this checklist will assist the Installation Commander to, "Appoint a military member or civilian employee (not a contractor) as Transportation Officer (TO) to execute DoD traffic management policy and procedures to obtain transportation services. The appointed TO will be a fully trained and equipped member/employee of the activity or installation commander's technical staff. The appointment will be accomplished by special order of the area, activity, or installation commander."</p>	
PART A – CANDIDATE INFORMATION	
Last Name: _____	First Name: _____ MI: _____ Suffix (Sr, Jr, etc.): _____
Rank/Grade: _____	AFSC/Job Series: _____ Years of Transportation Experience: _____
PART B – STATEMENT OF REQUIREMENTS	
<p>The installation TO must have extensive experience with movement of Department of Defense cargo, passengers and personal property. Permanent appointments require a military 2T091 SMSgt/E-8 or civilian 2130. A 2T071 MSgt/E-7 may be temporarily appointed up to 180 days with a waiver approved by AFIMSC/IZLT. (<i>Exception: Deployed locations do NOT require a waiver.</i>)</p> <p>It is incumbent upon the squadron commander to recommend a candidate who is fully trained/equipped to execute the mission of the TO before the Special Order is executed by the installation commander. Appointing an unqualified or underqualified TO may result in mission degradation or civil penalties. (49 U.S.C 5123).</p>	<p>1. Is this a permanent appointment? <input type="radio"/> Yes <input type="radio"/> No</p> <p>2. Is the candidate a 2T091 SMSgt/E-8 or civilian job series 2130? <input type="radio"/> Yes <input type="radio"/> No</p> <p>3. Does the candidate have extensive experience with DoD cargo movement, passenger travel, and personal property movement? <input type="radio"/> Yes <input type="radio"/> No</p>
PART C – GRADE/SKILL LEVEL WAIVER	
<p>1. Are all questions in Part B answered "YES"? <input type="radio"/> Yes <input type="radio"/> No</p> <p>2. If question C.1 is "NO", is this a deployed location? <input type="radio"/> Yes <input type="radio"/> No*</p> <p>*If question C.2 is "NO", then IAW AFI 24-602 Volumes 1, 2 and 4, AFIMSC/IZLT must approve a grade/skill level waiver allowing a candidate to temporarily fill the TO position for a period of not more than 180 days, by which time a fully qualified candidate can be appointed. Individuals at deployed locations do not require a waiver to fill the TO position even if they do not meet grade/skill level requirements.</p>	<p>APPROVAL. Grade/skill level for candidate in Part A is waived for not more than 180 days from date signed.</p> <p>_____ Digital Signature of HQ AFIMSC/IZLT Traffic Manager</p>
PART D – QUALIFICATION ASSESSMENT	
<p>For each numbered task, select the letter which best describes the level of training and expertise the candidate possesses. The selected candidate will be appointed by Special Order to serve as the transportation subject-matter expert for the installation commander. Therefore, each candidate should be objectively evaluated on their education and experience. If there are any areas in which the selected candidate is not qualified, utilize the remarks section of Part E, Certification for justification.</p>	
<p>(a) Individual does not have education, training, or experience in performing this task.</p> <p>(b) Has education or training in how to perform this task, but has not yet performed it on the job.</p> <p>(c) Performed this task on the job, monitored closely by a senior employee to ensure compliance.</p> <p>(d) Performed this task as a regular part of a job, independently and normally without review.</p> <p>(e) Considered an expert in performing this task. Supervised/assisted/trained/advised others due to expertise.</p>	
a b c d e	1. Provide efficient, responsive, and quality transportation services, to include cargo movement, passenger travel, personal property, and unit moves, within the assigned Area of Responsibility (AOR)
o o o o o	
a b c d e	2. Ensure compliance with governing laws, directives, systems or programs, and regulations to ensure the safe movement of government cargo, passengers and personal property.
o o o o o	
a b c d e	3. Interpret guidance, policies, and programs established by United States Transportation Command (USTRANSCOM), the Code of Federal Regulations (CFR), and DoD Components.
o o o o o	
a b c d e	4. Seek special approval through the Secretarial process, when actions are required by Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)
o o o o o	
a b c d e	5. Apply judicious and prudent use of government funds when moving personnel, personal property and government materiel.
o o o o o	
a b c d e	6. Manage the effectiveness of the cargo movement operation, and Submit Supply Discrepancy Reports (SDRs) and Transportation Discrepancy Reports (TDRs) as required.
o o o o o	
a b c d e	7. Develop Anti-Terrorism/Force Protection (AT/FP) considerations in local transportation publications and procedures, and seek AT/FP advice from the installation Force Protection Working Group.
o o o o o	

	(a) Individual does not have education, training, or experience in performing this task.				
	(b) Has education or training in how to perform this task, but has not yet performed it on the job.				
	(c) Performed this task on the job, monitored closely by a senior employee to ensure compliance.				
	(d) Performed this task as a regular part of a job, independently and normally without review.				
	(e) Considered an expert in performing this task. Supervised/assisted/trained/advised others due to expertise.				
a ○	b ○	c ○	d ○	e ○	8. Assist Defense Travel Management Office (DTMO) Contracting Officer Representative (COR) with monitoring/reporting contractor performance under DoD Travel Management Company (TMC) contract.
a ○	b ○	c ○	d ○	e ○	9. Act as a COR, alternate COR, or ordering officer when TMCs and other related traffic management functions are served under contracts.
a ○	b ○	c ○	d ○	e ○	10. Identify and understand procedures for movement of cargo for tenant units, DoD service components, and other agencies located within the TO's AOR.
a ○	b ○	c ○	d ○	e ○	11. Plan, prepare, and document shipments IAW DTR and Air Force guidance, ensuring accuracy within Cargo Movement Operations System (CMOS) and interrelated systems.
a ○	b ○	c ○	d ○	e ○	12. Order and pay for transportation and transportation services using "Best Value" in determining carrier selection, as required, and use effective written communication to evaluate carriers within the Carrier Performance Module.
a ○	b ○	c ○	d ○	e ○	13. Maintain and update the Transportation Facilities Guide (TFG) for organizations within the assigned AOR, to ensure accurate procedures and installation status is available for the Transportation Service Providers (TSPs).
a ○	b ○	c ○	d ○	e ○	14. Prior to shipment release, coordinate with the receiving site POC when there is a surge of freight (five or more truckloads) or when special materials handling equipment (not otherwise identified in the TFG) is required.
a ○	b ○	c ○	d ○	e ○	15. Oversee the Personal Property Processing Office (PPPO), provide guidance to installation personnel related to movement of personal property, and serve as a liaison with the Joint Personal Property Shipping Office (JPPSO).
a ○	b ○	c ○	d ○	e ○	16. Request and utilize the Defense Transportation Tracking System (DTTS) to ensure sensitive shipments are safely transported on public roadways.
a ○	b ○	c ○	d ○	e ○	17. Identify and understand procedures for movement of passengers for tenant units, DoD service components, and other agencies located within the TO's AOR.
a ○	b ○	c ○	d ○	e ○	18. Validate transactions and submit cargo movement and passenger travel invoices in a timely manner IAW Federal prompt payment directives.
a ○	b ○	c ○	d ○	e ○	19. Enforce the use of the Individually-Billed Account (IBA) for passenger travel, and approve exceptions for the use of the Centrally-Billed Account (CBA) for the installation.
a ○	b ○	c ○	d ○	e ○	20. Develop, implement, and maintain local written procedures to enforce standard processes, IAW AFI 24-602 Volumes 1, 2 and 4, and coordinate with outside agencies to ensure procedures are in place to support their requirements.
a ○	b ○	c ○	d ○	e ○	21. Oversee operating budget, monitor expenditures, assess current needs and provide requirements to the squadron resource advisor.
a ○	b ○	c ○	d ○	e ○	22. Investigate loss or damage of personal property, take steps to prevent further loss or damage, and report discrepancies to proper agencies.
a ○	b ○	c ○	d ○	e ○	23. Conduct audits of transportation/traffic management programs to ensure Financial Improvement and Audit Readiness (FIAR) principles are met.
a ○	b ○	c ○	d ○	e ○	24. Appoint one or more military members, civilian employees, or contractor personnel as a Transportation Agent (TA) to assist the TO in his or her responsibilities.
a ○	b ○	c ○	d ○	e ○	25. Determine the need for TAs from associate units, and utilize service-unique procedures to request appointment of TAs by their commanders.
PART E – CERTIFICATION					
I certify the individual meets the minimum qualifications for appointment as the installation Transportation Officer. If the individual does not meet the minimum qualifications as specified, justification for appointment must be provided in the remarks. Once appointed, the individual will serve as the single installation movement manager and has both fiduciary and statutory responsibility for such decisions, IAW the CFR, DTR, Department of Defense and Air Force guidance. This completed checklist will be maintained electronically for 3 years after termination and/or revocation of the appointment order IAW AFRIMS Table 24-01, Rule 01.00.					
Remarks					_____ Digital Signature of Squadron Commander or Authorized Representative

Attachment 4**LOCAL WRITTEN PROCEDURES**

A4.1. Installation TOs, in coordination with other base activities must. Publish local written procedures or business rules pertaining to the movement of all passengers (active members, civilian employees, authorized dependents, and contractors when applicable) on the installation. **(T-1).** Establishing and publishing local procedures is a coordinated effort and must be routed through applicable base units. **(T-1).** Refer to the "Installation Traffic Management Instructions" template located on the AFIMSC Traffic Management SharePoint®.

A4.2. Local written procedures must: Be published and made available in written and/or electronic format to customers and to AFIMSC/IZLT and AF/A4LR when requested. **(T-1).**