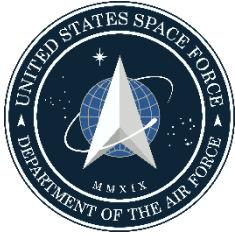


**BY ORDER OF THE COMMANDER
SPACE BASE DELTA ONE**

**SPACE BASE DELTA ONE
INSTRUCTION 24-602**



20 OCTOBER 2022

Transportation

**INSTALLATION LOCAL PROCEDURES
FOR CARGO MOVEMENT AND
PASSENGER MOVEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 21LRS/LGRDDC

Certified by: 21LRS/CC
(Lt Col Nicholas A. Lee)

Pages: 20

This instruction implements Air Force Instruction (AFI) 24-602V1, *Passenger Movement*, and Department of the Air Force Instruction (DAFI) 24-602V2, *Cargo Movement*. It outlines local requirements and implements procedures pertaining to the movement of personnel and government shipments/material on the installation. This instruction applies to all personnel assigned to Space Base Delta 1 activities and tenant units within the Space Base Delta 1 (Peterson SFB, Schriever SFB, Cheyenne Mountain SFS, and Colorado Springs Metro Area). This publication is applicable to the Air Force Reserve and the Air National Guard (ANG), except where noted otherwise. Refer recommended changes and questions about this publication to the OPR listed above using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Form 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above, or as otherwise stipulated within this publication, for consideration and approval. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and disposed in accordance with (IAW) the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System (AFRIMS). <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>. 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.

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1. Hours of Operations.

1.1. Outbound Cargo:

1.1.1. All Mission Impaired Capability Awaiting Parts (MICAP)/999 shipments will be accepted 0700 - 1600 hours, Monday-Friday. Arrangements can be made to accept MICAP/999 shipments with advanced notice, 24/7.

1.1.2. TP (Transportation Priority)-1 or supply priority 01-03 will be accepted until 1400 hours Monday-Friday.

1.1.3. All general cargo, non-priority TP-2/TP-3 or supply priority 04-15 shipments will be accepted until 1200 Monday-Thursday.

1.1.4. Classified, Arms Ammunition & Equipment (AA&E) and Protected shipments: All shipments will require an appointment and must be provided for shipment no later than 1000 on appointment day. A minimum of 24 hours advance notice is required Monday-Wednesday.

1.1.5. All DD Form 1149 shipments must be dropped off by 1000 Monday-Friday.

1.1.6. All customer shipments over 150 pounds will require an appointment prior to drop off at the cargo movement section. Please contact the cargo movement section at 719-556-8316, 1749, 1748 or 4486 to coordinate appointments.

1.2. Inbound Cargo:

1.2.1. All MICAP/999 shipments will be accepted 0700 - 1500 hours Monday-Friday. Arrangements can be made to accept MICAP/999 shipments with advanced notice, 24/7.

1.2.2. All general/non-priority cargo will be accepted 0800 - 1500 Monday-Friday.

1.2.3. All Classified, Sensitive, AA&E and TPS shipments must be checked for advanced notice prior to acceptance and processing.

2. Cargo Handling Procedures.

2.1. Introduction. This chapter describes the responsibilities and procedures for all Traffic Management Office (TMO) personnel. The TMO Supervisor will ensure all personnel involved in the processing, packaging, handling, routing and shipment of cargo are qualified to accomplish their duties In Accordance With (IAW) all safety, DoD and AF regulations.

2.2. General Procedures.

2.2.1. Classified/Sensitive/AA&E cargo will not be accepted for shipment from any organization on Thursdays & Fridays or any other day preceding a federal holiday/family day. **NOTE:** Special circumstances may preclude these normal instructions (i.e. High Priority and/or arrangements have been made with the receiving activity, *so the shipment(s) can be received the next day not the next business day*).

2.2.2. All munition shipments are handled by the United States Air Force Academy (USAFA) munitions personnel.

2.2.3. Organizations will develop requirements IAW governing regulation and standards for the shipment of Nuclear Weapons-Related Material (NWRM).

2.2.4. Outbound Cargo personnel will verify prior to receipt or accepting, DD Form 1348-1A/DD Form 1149 shipment documents are completed IAW all governing regulation and standards. The following items must be checked prior to acceptance: Transportation Control Number, priority, address, transportation account code (TAC), condition tag, stock number, nomenclature, serial numbers, quantity, Special Packing Instruction, AF Form 451 and Hazardous Material certification, matches the DD form 1348-1A/ DD Form 1149 and all other required documents.

2.2.5. MICAP/999 will be processed IAW all governing regulation, standards and mandatory timeframes.

2.3. Handling Classified Material.

2.3.1. When an item identified as Classified, Confidential or Secret is brought to the Outbound Cargo section for shipment an authorized person will accept custody by providing a signature on the DD Form 1348-1A, Issue Release/Receipt Document, the DD Form 1149, DD Form 1907 Signature and Tally Record, Requisition and Invoice/Shipping Document, or accept custody in Asset Management. All assets issued for shipment will be stamped with the proper classification i.e. "Classified". The Receipt for Classified/NWRM listing WILL be checked to verify that the person is authorized to sign for the material. **NOTE:** Small Arms quantity of 16 or more are not authorized to be shipped via Next Generation Destination Service (NGDS).

2.3.2. Outbound material must be within eyesight of cleared personnel until it can be placed in a secure holding area. Material will be stored in the vault at (Bldg. 678) or approved secure holding area until physically released to an authorized carrier.

2.3.3. All classified material must be presented to a carrier with a 'sterile' outer packaging and proper documentation. Package classified material IAW governing regulation and standards.

2.3.4. Requirements for small shipments under NGDS see DTR 4500.9R Part II, Chapter 205 para. G.

2.3.5. Only use current NGDS awarded carriers under the approved GSA contracts.

2.4. Receipt of Classified/Sensitive and AA&E Cargo.

2.4.1. All inbound material must be treated as classified until otherwise identified. Material being process will be within eyesight of cleared personnel until it can be placed in a secure holding area. Material will be stored in vault (Bldg. 678) or approved secure holding area until properly processed and/or physically released to an authorized TSP, Consignee or Customer.

2.4.2. Handle all classified, sensitive and AA&E material IAW all governing regulation and standards.

2.4.3. Ensure all documents are properly completed/filed accordingly.

2.4.4. All munition shipments are handle by the USAFA munitions personnel.

2.5. Inbound & Outbound Report of Shipment (REPSHIP).

2.5.1. REPSHIP will be created for all destinations to provide advance notice for any and all classified/AA&E shipments.

2.5.2. All REPSHIP will be generated via Cargo Movement Operating System (CMOS) unless the gaining activity does not utilize CMOS. For those activities that do not use CMOS, a fax or email notification will be forward for acknowledgement.

2.5.3. Upon receipt of REPSHIP notification and/or the actual material, a confirmation of receipt must be provided via CMOS, fax or email.

2.6. Next Generation Destination Service (NGDS) Expedited Shipment Requirements.

2.6.1. All MICAP, 999 and expedited TP-1 shipments will be processed via DOD small package TSP NGDS Carriers for shipment within 24 hours of receipt from customer. All MICAP, 999 and expedited TP-1 shipments will be processed IAW governing regulation, standards and mandatory timeframes.

2.6.2. Customers will provide three copies of the DD Form 1149/DD Form 1348-1A to the outbound personnel section with a valid DODDAC, "ship to" address, points of contact, transportation priority, MORD, Transportation Account Code (TAC) and appropriate project code. **NOTE:** For all DD Form 1149 expedited shipments a commander authorization on official letterhead is required.

2.7. DD Form 1149 Instructions, Funding Requirements & Cargo Requirements. Please contact the cargo movement section at 719-556-8316, 1749, 1748 or 4486 for all information regarding shipping via DD Form 1149.

3. Material Transfer and Accountability.

3.1. General. TMO personnel will use the "Chain of Custody" process between Inbound/Outbound Cargo, Documented Cargo Operations (DCO) and Customers when transferring accountability of material.

3.2. Delivery of Property.

3.2.1. DCO will deliver all assets to the respective sections and will utilize Integrated Logistics System-Supply (ILS-S) to deliver property when permitted. If the ability to use ILS-S is not available a signed copy of the DD Form 1348-1a, Due Out Release (DOR) signed, DD Form 1907 Signature and Tally Record, timed and dated by the proper authority will be returned to the receiving section. For classified, sensitive and AA&E material the DCO will acquire wet signatures for all deliveries IAW all regulations.

3.2.2. For items awaiting delivery to customers by DCO that could not be delivered during normal operations inbound personnel will use the ILS-S Items Not Received Report to document items awaiting delivery. A physical inventory will be performed at the beginning of each day to ensure no theft or pilferage occurred.

3.2.3. DCO will only have one delivery attempt to the customer during the scheduled sweep times. In the event delivery cannot be made, return item to the generator and notify the Cargo supervisor. If the item is a 302nd Airlift Wing item, delivery will be diverted to the 302 AW Supply/DMS (Decentralized Maintenance Support). After the 3rd delivery attempt, all undelivered items will be returned to generator. Driver will annotate on package for each delivery attempt with date and time. For all other non-302 AW customers after the 3rd delivery attempt customer will either have to pick up or schedule delivery with Ground Transportation section. They can be contacted at 719-556-4307.

3.3. Customer Pick-up. Inbound personnel will use the CMOS Surface Freight Inbound Turnover Record/ Inbound Receipt Log to document the release of unit or organizational cargo IAW with AFI 24-602 Vol 2, 3.5. and Table 3.2.

Table 1. Consignee Pick-up Time Standards.

PRIORITY	PICKUP TIME (Hours/Days)
999/MICAP/NMCS	Within 12 hours of Consignee notification
TP-1	Within 1 Government Business Day (GBD) of Consignee notification
TP-2	Within 2 GBDs of Consignee notification
TP-3	Within 3 GBDs of Consignee notification

3.4. Degraded Operations. During degrade operations, a log will be maintained to record all assets turned over to customers IAW with AFI 24-602 Vol 2, Figure 3.1.

4. Aircraft Engines.

4.1. General. In accordance with AFI 24-602 Vol 2, Cargo Movement, Chapter 2, paragraph 2.16.1., the following procedures pertain to the documentation, movement, receipt and handling of aircraft engines between the 21st Logistics Readiness Squadron (LRS), Cargo Movement section (LGRDDC) and the 302nd Maintenance Group (MXG), Engine Management (MXOM) for engines moving to and from Peterson SFB.

4.2. Inbound Shipments. Upon receipt of an aircraft engine, the receiving personnel will inspect the engine for any damage. Following the inspection, they will contact the engine shop to establish a pick up time. The engine shop will then acknowledge receipt of the engine by signing the DD Form 1149, DD Form 1348-1a or turn over record.

4.3. Outbound Shipments. 302 MXG Engine Shop will notify the Cargo Movement section of pending engine movements. They will provide three copies of all shipping documents. All engines will be prepared for shipment IAW T.O. 00-85-20.

5. Test, Measurement, and Diagnostic Equipment (TMDE).

5.1. General. This chapter describes the procedures and responsibilities for all TMDE IAW AFI 24-602 Vol 2, 2.16.3.

5.2. Outbound Procedures.

5.2.1. Upon delivery of Precision Measurement Equipment Laboratory (PMEL) shipments to LGRDDC, outbound cargo personnel will receive cargo already pre-packaged by TMDE personnel. All packages will have a DD Form 1149 and PMEL label adhered to the outer package. *NOTE: For expedited shipments, a commander authorization on official letterhead is required.

5.2.2. TMDE personnel will provide three copies of the DD Form 1149 to the outbound personnel section with a valid DODAAC, "ship to" address, points of contact, transportation priority, fund cite/ TAC and appropriate project code.

5.3. Inbound Procedures.

5.3.1. Inbound Cargo personnel will in-check and immediately segregate PMEL asset(s) from general cargo.

5.3.2. The Inbound Cargo personnel will notify the TMDE office of the shipment(s) arrival.

5.3.3. Upon asset(s) pick-up, the TMDE representative will sign the turnover record.

6. Contractor Activities.

6.1. General. This chapter describes the procedures and responsibilities for contractor activities.

6.2. Performance Work Statement (PWS) & Statement of Work (SOW). IAW AFI 24-602 Vol 2. 3.1.4., all contractor activities must meet the requirements stated in the AFI.

7. Passenger Travel.

7.1. General. This chapter describes the procedures and responsibilities for all TMO passenger travel personnel. The Traffic Management Supervisor will ensure all personnel involved in the arranging, processing and routing of all uniform military personnel, DoD civilians, their families and non-DoD personnel are qualified to accomplish their duties IAW all safety, DoD and AF regulations.

7.2. Passenger Travel Customer Service.

7.2.1. Customer Service hours of operations are 0800 - 1500 Monday - Friday.

7.2.2. Travel Management Company (TMC) customer service hours are 0800 - 1600, Monday - Friday. For customer service information call 719-556-4033, 8045, or 5179.

7.3. Arranging Travel.

7.3.1. Basic Travel Considerations. The TMC in conjunction with the ITO 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 the travel order(s) authorize travel and transportation.

7.3.2. The process that makes an administrative authorization an official order. Authentication takes place when the signatures of the Order(s) Approving Official, the Funds Certifying Official and the travel order number are placed on the travel authorization thereby making it a published travel order.

7.3.3. IAW AFI 24-602 Vol 1, the member(s) order(s)/authorization will establish 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 I, Chapter 103 must be followed to the maximum extent possible.

7.3.4. DoD members traveling on temporary duty orders with access to the Defense Travel System (DTS) are required to schedule commercial transportation using DTS. For Ready Reserves members called to active duty. Members of the Air Force Reserves and Air National Guard will coordinate travel arrangements when they receive approved order(s) to perform active duty. **NOTE:** For personnel accountability reasons, most travel orders for Air Force Reserve Component personnel will be published using the Air Force Reserve Order Writing System (AROWS-R) for Air Force Reserve personnel and the Air National Guard Reserve Order Writing System (AROWS) for Air National Guard personnel.

7.3.5. The ITO/TMC must route passengers using Patriot Express and City Pair fares, when available. It is mandatory policy that all members use an available Defense Travel Management Office (DTMO) contracted TMC for all official transportation requirements, except when authorized IAW Joint Travel Regulation (JTR).

7.3.6. For OCONUS/International travel the ITO/TMC must follow the specific Order of Precedence to make official travel arrangement IAW AFI 24-602 Vol 1, para. 2.3. & Chapter 3, DTR 4500.9-R, Part 1, Chapter 103.

7.3.7. Members are entitled to the use of circuitous/indirect travel IAW AFI 24-602 Vol 1, 3.3. **NOTE:** Personal leave or pets does not guarantee circuitous travel.

7.3.8. A DD Form 1610, AF Form 938 or composed order may be used for a confirmatory order. Put the word "CONFIRMATORY" in the remarks section and the required statement. See AFI 65-103 paragraph 3.1.14.1 for example of a composed confirmatory travel order.

7.4. Verbal Orders of the Commander (VOCO).

7.4.1. Verbal Orders. Do not issue verbal orders unless absolutely necessary. Verbal orders are authorized only when time prevents written orders from being published in advance of travel. VOCO use is tracked and scrutinized for compliance.

7.4.2. The following steps are required for commanders authorizing VOCO travel:

7.4.2.1. During duty hours contact 21 LRS Passenger Travel at 719-556-5179/8045/4033 to verbally authorize travel. After hours, contact TMC at 1-833-801-0835, who coordinate additional requirements with 21 LRS Passenger Travel.

7.4.2.2. Commanders must e-mail their unit orders authorizing official to formally notify use of VOCO and courtesy copy the 21 LRS Passenger Travel Org box at 21lrs.tmo.passtrav@us.af.mil. This step meets commander regulatory notification requirements and assures tracking of forthcoming confirmatory orders.

- 7.4.2.3. Within the e-mail to their unit orders authorizing officials, commanders must direct production of confirmatory orders within 5 duty days after the start of travel, including a confirmatory statement within the body that contains the authorizing commander, unit, station, date of authorization, traveling member name and office symbol, traveling member DoD ID number, traveling itinerary and dates, trip purpose, justification for VOCO use, and the requirement to submit a travel voucher.
- 7.4.2.4. An example of a confirmatory statement for the body of confirmatory orders is: “21 LRS/CC, Lt Col Nick Lee, Peterson Space Force Base, confirmed VOCO on 12 April 2022 for Capt James White, 21 LRS/DO, DoD ID 1234567891, to proceed from Peterson SFB CO to Hill AFB UT on TDY for 5 days to attend a logistics sustainment board. Circumstances related to short notice of the requirement prevented written orders in advance. Submit a travel voucher upon return.”
- 7.4.3. The unit authorizing official is responsible for providing the confirmatory order to 21lrs.tmo.passtrav@us.af.mil . A travel order may only contain authority for travel and transportation allowances provided within the JTR. Travel or expenses incurred before a travel authorization or order are not reimbursable, unless otherwise stated in the JTR.
- 7.5. Government Travel Charge Card (GTCC) Requirements.
- 7.5.1. All travel orders will include the following statement notifying travelers of the requirements of the Travel and Transportation Reform Act (TTRA) and DoDI 5154.31 Vol 4, Government Travel Charge Card (GTCC) Regulations: "The TTRA stipulates that the GTCC will be used by all US Government personnel, civilian, and military, to pay for costs incident to official Government travel unless specifically exempt."
- 7.5.2. Travel orders must also include a statement indicating whether the traveler does, or does not have a GTCC.
- 7.5.3. If the traveler has a GTCC, indicate whether the traveler is exempt from mandatory use under Travel and Transportation Reform Act. This statement also authorizes alternative payment methods.
- 7.5.4. See [Attachment 2](#) for required official GTCC exemption letter. **NOTE:** Members GTCC exemptions/CBA usage must follow DTMO DoD, Government Travel Charge Card Regulations Chapter 0406, Page 16, Exemptions.
- 7.6. Leave-In-Conjunction with Official Travel (LICWO).
- 7.6.1. LICWO travel involves deviating from the official travel’s normal routing, though similar to circuitous routing, LICWO refers only to unofficial travel in conjunction with Temporary Duty (TDY). JTR Chapter 2, 020206, M.1.a. states “City Pair Program fares are for official travel only and cannot be used for travel to or from leave points or for any portion of a route traveled for personal convenience” unless the leave is at the TDY location, then the travel is for the official purposes, not the leave.”
- 7.6.2. LICWO must be approved by LGRDA. LGRDA will provide a LICWO travel memorandum to the member for filing with their travel voucher once orders, stating leave and self-procurement are authorized, is received.
- 7.6.3. It is the traveler’s choice to arrange the LICWO portion with either the official TMC or another source.

7.6.4. Personal expenses associated with LICWO will not be placed on a Government travel card, (see JTR). LICWO is performed at traveler's/cardholder's own risk. If the official travel is cancelled or rescheduled for a later date, there is no entitlement/reimbursement for the LICWO ticket to be changed or rescheduled.

7.6.5. See Attachments **3 and 4** for required official LICWO templates.

ZACHARY S. WARAKOMSKI, Colonel, USSF
Commander

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

JTR, *Joint Travel Regulation*, 1 May 2022 (Updated Monthly)

DTR 4500.9R Parts I - VII, *Defense Transportation Regulation*

DoD Defense Travel Management Office, *Government Travel Charge Card Regulations*, March 2022

DoDI 5154.31 Vol 4, *Commercial Travel Management: DoD Government Travel Charge Card (GTCC) Program*, 16 October 2015

DAFI 24-602V2, *Cargo Movement*, 12 June 2019

AFI 24-602V1, *Passenger Movement*, 15 December 2020

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

T.O. 00-85-20, *Engine Shipping Instructions*, 1 August 2015

Adopted Form

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AA&E—Arms, Ammunition, and Explosives

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AMC—Air Mobility Command

AO—Authorizing/Order-Issuing Official or Approving Official

AROWS—Air National Guard Reserve Order Writing System

AROWS-R—Air Force Reserve Order Writing System

CBA—Centrally Billed Account

CMOS—Cargo Movement Operations System

DAFI—Department of the Air Force Instruction

DCO—Documented Cargo Operations

DoD—Department of Defense

DoDAAC—Department of Defense Activity Address Code

DOR—Due Out Release

DTMO—Defense Traffic Management Office

DTR—Defense Transportation Regulation
DTS—Defense Travel System
GSA—General Services Administration
GBD—Government Business Day
GTCC—Government Travel Charge Card
IAW—In Accordance With
IBA—Individually-Billed Account
ILS-S—Integrated Logistics System-Supply
ITO—Installation Transportation Office/Officer
JTR—Joint Travel Regulations
LICWO—Leave in Conjunction With Official Travel
LRS—Logistics Readiness Squadron
MICAP—Mission Capable
MORD—Miscellaneous Obligation/Reimbursement Document
NGDS—Next Generation Destination Service
NMCS—Not Mission Capable Supply
NWRM—Nuclear Weapons-Related Materiel
OCONUS—Outside Continental United States
OPR—Office of Primary Responsibility
PCS—Permanent Change of Station
PMEL—Precision Measurement Equipment Laboratory
PWS—Performance Work Statement
REPSHIP—Report of Shipment
SFB—Space Force Base
SFS—Space Force Station
SOW—Statement of Work
TAC—Transportation Account Code
TDY—Temporary Duty
TMC—Travel Management Company - formerly known as Commercial Travel Office (CTO)
TMDE—Test, Measurement, and Diagnostic Equipment
TMO—Traffic Management Office
T.O.—Technical Order

TP—Transportation Priority

TSP—Transportation Service Provider (carrier)

TTRA—Travel and Transportation Reform Act of 1998

USAFA—United States Air Force Academy

VOCO—Verbal Orders of the Commander

Attachment 2**GOVERNMENT TRAVEL CHARGE CARD EXEMPTION LETTER****Figure A2.1. Government Travel Charge Card Exemption Letter.**

<p style="text-align: center;">Government Travel Charge Card Exemption Letter (Letterhead Format Required)</p> <p>MEMORANDUM FOR 21 LRS/LGRDA</p> <p>FROM: (UNIT/OFFICE SYMBOL)</p> <p>SUBJECT: Government Travel Charge Card Exemption</p> <p>Per the GSA Exemptions from the Mandatory Use of the travel card (IBA), Full Name, currently has an application pending for the travel card. (Use DoD Government Travel Charge Card Regulations exemption that may apply).</p> <ol style="list-style-type: none">1. Full Name, i.e., is attending a training course at Washington, DC 23 Jan 2019.2. For questions/concerns, please contact AO at 555-5555. <p style="text-align: center;">Authorizing Official, Name/Title</p>

Attachment 3
LICWO TEMPLATE

Figure A3.1. LICWO Template.

LICWO Template
(Letterhead Format Required)

MEMORANDUM FOR CPTS

FROM: 21 LRS/LGRDA
135 Dover St. Bldg 350, Suite 1046
Peterson SFB, CO 80914-1130

SUBJECT: Reimbursement for Leave In-Conjunction with Official (LICWO) Travel Cost

This is to certify that, **FULL NAME, LAST 4 SSN** is entitled to reimbursement of the official travel cost in reference to TDY/PCS authorization for his/her travel. In accordance with the JTR, Chapter 3, para. 033301, a traveler is authorized reimbursement of self-procurement for the official portion of his/her CONUS travel in-conjunction with desired leave arrangements. Travelers must make all official travel arrangements through LGRD/TMC, to include enroute travel changes to ensure reimbursement considerations are not jeopardized.

The authorized routing for one way travel is from Los Angeles, CA to Colorado Springs, CO.

The traveler is entitled to reimbursement up to the amount of **\$000.00**.

Please contact Daniel Bermudez at 719-556-5179, if you have additional questions or concerns.

TA FOR TO: XXXX XXXX, GS-12, DAF
Installation Transportation Officer

Attachment 4

CUSTOMER CONTRACT FOR LICWO TRAVEL

Figure A4.1. Customer Contract for LICWO Travel.

<p style="text-align: center;">Customer Contract for LICWO Travel (Letterhead Format Required)</p> <p>MEMORANDUM FOR TRAVELING MEMBER</p> <p>FROM: 21 LRS/LGRDA 135 Dover Street, Bldg 350 Peterson SFB, CO 80914-8020</p> <p>SUBJECT: Customer Contract for LICWO Travel</p> <p>1. The following individual has been briefed the requirements for successful travel (TDY, PCS). Failure to provide documentation in a timely manner will result in a flight cancellation.</p> <ul style="list-style-type: none">• Member must provide completed orders NLT three duty days prior to flight departure date; draft orders will NOT be accepted. _____• It is the member’s responsibility to ensure they have a functioning government travel card (must be activated prior to use). If member does not already have one in possession Citibank must be contacted in a timely manner to order a new card. _____• Adjustments to travel reservations cannot be made last minute, sufficient time must be allotted to coordinate travel between agencies (i.e., adding dependents, changing destinations, departure times, etc.)_____• Member understands that if early ticketing for pet security is elected, full responsibility for any excess charges/early billing from Citibank is accepted. (Charges placed on GTC are required to be paid 30 days after charge hits statement) _____ (N/A if non Applicable) <p>2. Travel will be arranged/provided to you via contact information provided. Due to a number of variables</p>
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(i.e network issues, incorrect email/phone, or TDY en route), if you have not received flight details/travel documentation, within a timely manner, please contact TMO Passenger Travel section to confirm there have been no issues regarding your submission.

Help us provide you, the smoothest move possible by keeping good communication with our office.

3. Please contact the 21 LRS Passenger travel section at 719-556-8045/4093/6779 and 21LRS.tmo.passtrav@us.af.mil for additional information.

X_____

Attachment 5
MISSION IMPACT LETTER

Figure A5.1. Mission Impact Letter.

<p>Mission Impact Letter (Letterhead Format Required)</p>
<p>1. Member must provide sufficient justification and approval to deviate from: the use of contract carriers and AMC flights when available, use of a significantly higher flight cost when a lower flight cost is available at an alternate airport serving the local area, and there is any deviation from what is authorized for LGRD /TMC approval/authorization. One or more travel condition(s) must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route (reference JTR, Chapter 2, 020206, Paragraph M).</p>
<p>2. Final determination rests with the orders-issuing authority and not the LGRD/TMC. LGRD/TMC can best determine flight availability and cost for the order-issuing authority's decision.</p>
<p>Please complete the information below:</p>
<p>MEMORANDUM FOR 21 LRS LGRD</p>
<p>FROM: Traveler's Name/Rank Unit/Office Symbol SUBJECT: Mission Impact Statement</p>
<p>Departure Date/Time: _____ Destination: _____</p>
<p>Justification: _____ _____</p>
<p>Traveler's Signature: _____</p>
<p>Approving Official's Signature: _____</p>
<p>Approve _____ Disapprove _____</p>
<p>Contract Carrier/Cost: _____ Non-Contract Carrier/Cost: _____</p>
<p>Cost of Flight at Requested Airport: _____</p>

Cost of Flight at Alternate Local Area Airport: _____ LGRD Rep/Date: _____
