SECRETARY OF THE ARMY
WASHINGTON

07 JAN 2005

MEMORANDUM FOR PRINCIPAL OFFICIALS OF HEADQUARTERS, DEPARTMENT OF THE ARMY

SUBJECT: Policy for Travel by Department of the Army Officials

It is the policy of the Department of Defense and the Department of the Army that transportation resources be vigorously managed to prevent misuse and perception of misuse. The enclosure to this memorandum significantly revises and further clarifies key sections of the Army's travel policy. It supersedes the Secretary of the Army's memorandum, dated 26 March 2003, subject as above, incorporating Change 1, dated 19 May 2004, and should be implemented immediately Army-wide. It can also be found in electronic form on the Army's publishing website at http://www.apd.army.mil.

Among the changes this year are the new policy and procedures governing premium-class travel; the creation of the Headquarters, Department of the Army Travel and Transportation Office under the Administrative Assistant to the Secretary of the Army (a merger of the former HQDA Aviation Staff and HQDA Transportation Policy offices); and an updated ethics policy for official travelers. I strongly urge you and your staff to thoroughly review the provisions of this memorandum, as well as the regulations, which it supplements.

My office will continue to work with our civilian and military officials in ensuring that the travel policies governing the use of commercial and military aircraft, as well as ground transportation resources, are current, and provide us with the appropriate level of guidance and protection to fully meet our vital mission goals.

Francis J. Harvey

Enclosure

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This revision has been approved by the Per Diem Travel and Transportation Allowance Committee, and has been given case number 040917, dated 17 September 2004

POLICY FOR TRAVEL BY DEPARTMENT OF THE ARMY OFFICIALS WITH SUPPLEMENTAL GUIDANCE FOR ARMY PERSONNEL LOCATED IN THE NATIONAL CAPITAL REGION

Department of Defense (DOD) and Department of the Army (DA) transportation resources are to be vigorously managed to prevent both the misuse and the perception of misuse. Travel must be directly and clearly related to mission achievement.

This document supersedes the Secretary of the Army memorandum subject: Policy for Travel by Department of the Army Officials dated 26 March 2003, and incorporates immediate change 1, dated 19 May 2004. It implements specified policies and procedures provided by the Joint Travel Regulations and Joint Federal Travel Regulations (JTR/JFTR), and DOD 4500.56, DOD Policy on the Use of Government Aircraft and Air Travel (1997). It also serves to reduce the cost of travel and prevent the inappropriate and perceived inappropriate use of DA travel resources by the implementation of these policies and procedures. Accordingly, the terms of this policy must be complied with strictly and the terms permitting use of departmental transportation resources construed narrowly.

The complete sections shown in bold text are intended for Army personnel located within the National Capital Region (NCR) and may not apply outside of that area.

1. GENERAL POLICY

a. In accordance with DOD 4500.56, within the Department of the Army, the Secretary of the Army (SA) and the Chief of Staff of the Army (CSA) are required to use Military aircraft (MILAIR) for all air travel when in a duty status. In addition, the Secretary of the Army has exercised his authority to further designate all active four-star general officers as "required users."

1) "Required Users", as designated above, will use Military aircraft while on official duty status. Required users must, in accordance with DOD 4500.56, request each mission by providing, at a minimum, the names and titles/grades/rank of all travelers; the purpose of travel; an itinerary including departure and arrival times; and, any other special travel requirements, such as secure communications, et cetera, to the DOD component that schedules and/or operates the aircraft.

2) All users of Military aircraft, to include those officials designated as "required users", are reminded that DOD 4500.56 requires that every effort must be made to minimize the cost and size of aircraft necessary to satisfy the mission requirement. Further, the Secretary of the Army retains the authority from DOD to make his policy on required use more stringent, if considered necessary, to ensure full compliance with DOD policies.

b. This policy memorandum primarily applies to the administrative use of fixed-wing

and rotary-wing aircraft by Army officials not discussed in paragraph 1.a. above. Administrative travel, also called "other official travel," generally includes travel to give speeches, attend conferences, meetings, or training courses, make routine site visits, and other similar uses. Justification for the use of fixed-wing MILAIR for administrative travel usually requires a showing that MILAIR is essential vis-à-vis commercial air. Justification for the use of rotary-wing aircraft for administrative travel usually involves showing that MILAIR is essential vis-à-vis ground transportation, unless commercial air transportation is also available between the general departure and destination locations.

c. All travel requiring HQDA coordination must arrive at HQDA for review NLT 10 working days prior to travel or the request may be returned without action. A letter of explanation must accompany any late submission. Requestors for MILAIR support are encouraged to submit earlier than the 10 working day window to ensure aircraft availability and scheduling.

d. The SA is the approval authority for all official travel out of the National Capital Region by the following Secretariat officials: the Under Secretary; the Assistant Secretaries; the General Counsel; the Administrative Assistant; the Chief of Legislative Liaison; the Chief of Public Affairs; the CIO/G-6; the Inspector General; the Auditor General; the Deputy Under Secretaries; the Director, Small and Disadvantaged Business Utilization; and the Chairman, Army Reserve Forces Policy Committee.

1) All requests for travel for the above officials for both commercial and MILAIR support must be submitted through the Administrative Assistant (AA) who will coordinate travel requests to assure that sufficient key personnel are in the NCR to conduct Departmental business. The SA must approve simultaneous authorized absences of the above listed officials and their principal deputies. Requests by all senior HQDA Staff officials for support by Military aircraft must be submitted through the HQDA Travel and Transportation Office (JDSO-ZT) to the AA for approval.

2) The AA is responsible for developing, for approval by the Secretary, detailed policies and procedures relating to travel of members of the Secretariat and its field operating agencies.

e. The Chief of Staff of the Army has incorporated, in this document, implementing procedures to properly control official travel within the Army Staff (ARSTAF) and for Army commanders. Approval authority for the administrative use of MILAIR, fixed and rotary-wing, may not be delegated below the Major Command (MACOM) chief of staff, or equivalent level, for travel by senior officials, in accordance with DOD direction.

f. The Chief, National Guard Bureau (NGB) is responsible for establishing implementing procedures to properly control official travel within the NGB and for State and Territorial Adjutants General.

g. Special emphasis must be given to controlling and monitoring overseas travel (including overseas travel by students of service schools), reducing the number of personnel traveling to the same site, and reducing the number of days of travel per trip.

h. Control of travel will continue to be an item of special interest during all Inspector General and Army Audit Agency inspections, audits, and reviews.

i. U.S. Air Force Air Mobility Command (AMC) or AMC-contracted airlift will be used for overseas travel when it is available and meets the mission requirements for Permanent Change of Station or Temporary Duty travel.

j. Current "Required Use" joint or "dual-hatted" Army commanders of Unified Commands being reassigned to positions within the Department of the Army must document a mission necessity to use MILAIR for permanent change of station travel and must obtain prior authorization from the SA.

k. All military and civilian members of any rank or grade of the Department of the Army are to be considered "officials" of the Department. For purposes of this policy, "Senior Official" is defined as General or Flag officers, and civilian employees of the Senior Executive Service, or equivalent, and higher level employees.

l. This policy has been reviewed by the Office of General Counsel (OGC), which has determined that it comports with established law and rules, and is without legal objection. As noted above, the terms of this policy permitting the use of departmental transportation resources must be construed narrowly to minimize travel costs and prevent the inappropriate and perceived inappropriate use of government transportation resources. Determinations on any legal question or issue concerning this policy and its implementation are solely within the purview of the OGC, which is the single legal office within the Department of the Army responsible for resolution of legal questions and issues concerning this policy.

2. OCONUS TRAVEL

a. Travel from the continental United States (CONUS) to locations outside the continental United States (OCONUS), and from OCONUS to CONUS should be undertaken only when the need is absolutely clear, and then only by the smallest groups possible, consistent with mission requirements. Back-to-back trips by different officials to the same location(s) are strongly discouraged. Trips should be actively coordinated to prevent this situation.

b. All OCONUS travel by DA personnel where the traveler will meet with officials of foreign governments must be coordinated with the Office of the Deputy Secretary of Defense (DSD) through the Office of the Secretary of the Army. Travel requests for Secretariat officials must be submitted through the AA to the SA for review and initial approval prior to submission to the DSD. The CSA is delegated authority for initial review and approval of travel by ARSTAF and MACOM officials and may re-delegate this authority. Travel requests reviewed and given initial approval by the CSA or his designee will then be forwarded to the SA through the AA prior to submission to the DSD. All requests for foreign travel should be submitted prior to discussing travel plans with the foreign government concerned.

c. In addition, DA personnel must follow the guidance provided in chapter eight and the country pages of the DOD Foreign Clearance Guide (DoD 4500.54G) to obtain country clearance for all foreign travel. The lead-time for requesting personnel clearances is approximately 35-45 days. Late submissions must include a justification for tardiness.

d. Any Army mission (to include troop visits) involving OCONUS travel, except to Hawaii, Alaska, U.S. territories and possessions, by the SA, Under Secretary of the Army, Chief of Staff of the Army, or Vice Chief of Staff of the Army must be coordinated with the Under Secretary of Defense for Policy. Within five working days upon completion of such travel, a trip report must be submitted to the Assistant to the President for National Security Affairs through the Executive Secretary.

e. International Conferences. Any DA official traveling to an OCONUS international conference (defined for this purpose as any meeting held under the auspices of an international organization or foreign government, at which representatives of more than two foreign governments are expected to be in attendance, and to which U.S. Executive agencies will send a total of ten or more representatives) must submit a preliminary report of travel to the Department of State's Office of International Conferences in the Bureau of International Organization Affairs (IO/OIC) through the Office of the Secretary of the Army. A final report with respect to this foreign travel must then be submitted to the IO/OIC through the Office of the Secretary of the Army within 30 days after conclusion of travel. (See samples at enclosure 1). DA personnel need not report travel undertaken to carry out intelligence or intelligence-related activity, a protective function, or a sensitive diplomatic mission.

1) Preliminary and final reports for Secretariat officials will be submitted through the AA to the SA for review and initial approval prior to submission to the IO/OIC.

2) The CSA has delegated authority to the Director of the Army Staff (DAS) for initial review and approval of OCONUS international conference travel by ARSTAF and MACOM officials. Preliminary and final reports reviewed and given initial approval by the DAS will then be forwarded to the SA through the AA prior to submission to the IO/OIC.

f. Force protection planning must be an integral part of travel planning, particularly for OCONUS travel. The following guidelines must be followed for all senior leader travel:

1) The senior U.S. Army general officer or civilian equivalent on-board an aircraft is responsible for the planning and approval of all itineraries when traveling OCONUS.

2) All itineraries, to include en route refueling stops, will be reviewed personally by the senior individual.

3) Deliberate decisions must be taken by the senior individual to ensure adequate security arrangements are in place at refueling locations or layovers prior to arrival.

4) If refueling at a civilian/non-U.S. military facility is scheduled, it requires the approval of the senior U.S. Army GO/civilian aboard the transport. No stops at civilian activities where the Threat Condition (THREATCON) exceeds ALPHA will be permitted unless accepted by the senior U.S. Army GO/civilian on board the flight.

5) The U.S. Army Criminal Investigations Command (USACIDC) is available to assist in planning and coordinating travel security for all high risk personnel (HRP).

Personal security vulnerability assessments (PSVA) conducted by CID can be a valuable tool in gauging the thoroughness of HRP travel security planning procedures. A limited scope PSVA focused on travel security planning can help identify weaknesses and those measures to correct noted weaknesses, assist in determining levels of protection appropriate to the threat, and facilitate coordination of security resources while in a travel status.

3. COMMERCIAL AIR TRAVEL (Incorporates Ch 1, dated 19 May 2004)

a. Commercial air travel must be conducted using contract fares via a contracted commercial travel office. "City-Pair" fares must be used at all times, unless specific criteria in JFTR, par. U3145 and JTR, par. C2002 can be met. "City-Pair" fares represent "best overall value", not necessarily lowest fare; therefore considerations beyond solely the ticket cost to the government must be made prior to booking any transportation with a non-contract carrier. Consideration should include total time of travel, time in layovers, lost work time to the government, and similar cost-increasing factors. Exceptions that would permit the use of a non-contract carrier must be clearly specified on the individual's travel order/authorization. Instances where non-contract fares can be used are as follows:

1) Space on a scheduled contract flight is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip.

2) The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours.

3) A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a **lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses**. NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or centrally billed account.

4) Rail service is available and that service is cost effective and consistent with mission requirements.

b. Coach class. The primary mode of transportation used for official travel by all Army officials is commercial coach-class. In all cases, premium-class travel must be treated as an exception to policy, and approved by only authorized officials, as stated in c. below.

c. Premium-class (less than first-class). There is no longer any blanket authorization to use premium-class (less than first-class) air travel for any travel for any DOD officials, military or civilian. All official travelers, regardless of rank or grade, must provide a written justification for each request for the use of premium-class (less than first-class) travel. In all cases, individual travel orders/authorizations must include a statement(s) that clearly identifies the appropriate citation(s) from JFTR, par. U3125 or

JTR, par. C2204 to each travel order/authorization that clearly provides full justification for the use of premium class travel. Travel orders/authorizations not showing specific citations from the JTR/JFTR must be returned without approval. In addition, the traveler's statements on the travel order/authorization must identify the actual cost increase to the government for the use of premium-class travel and specify why bulk-head coach class seating, or standard coach-class seating cannot be used in lieu of the more expensive accommodations. The premium-class authorizing/approving official for each traveler, specified in d. below may authorize use of premium-class (less than first-class) commercial travel only when the statements above have been properly added to each travel order/authorization, and in complete compliance with one or more of the Joint Travel Regulations (JTR) or Joint Federal Travel Regulations (JFTR) exceptions.

A summary of the current JTR/JFTR exceptions are listed below, but travelers must use the appropriate citations from the JTR/JFTR when completing their orders/authorizations as the information below is subject to change.

1) Regularly scheduled flights along the route provide only premium-class seats;

2) No space is available in coach, and travel is so urgent it cannot be postponed;

3) Necessary to accommodate a member's disability or other physical impairment substantiated in writing by a competent medical authority *(In <u>each</u> instance of premium travel based on medical condition and/or disability, the physician's documentation must be dated within <u>three months</u> of the travel, and include a signed statement from the physician stating that premium-class accommodations are required; further, the traveler must document the unique reason why commercial coach bulkhead seating and/or two coach-class seats cannot be used in lieu of the higher cost premium-class service. Blanket approval for premium-class travel based on medical condition or disability must not be permitted. Medical documentation is required, and must conform to the attached sample document at Enclosure 7);*

4) Travel on a foreign flag carrier has been approved by the normal authorizing/order-issuing official in accordance with the JTR/JFTR and the sanitation or health standards in coach are inadequate, as determined by Department of State or the Department of Defense;

5) Overall savings to the Government result by avoiding additional subsistence costs, overtime, or lost productive time that would be incurred while waiting for available coach seats;

6) Travel costs are paid by a non-federal source; or

7) Travel is direct between authorized origin and destination points (one of which is OCONUS), which are separated by several time zones, and the scheduled flight time is in excess of 14 hours, (including stopovers between flights) **<u>AND</u>** the traveler must conduct official business immediately upon arrival without sufficient time for a "rest period" **<u>AND</u>** justification exists for not departing earlier to accommodate a rest upon arrival. NOTE: If the stopover is an overnight stay, that disqualifies the traveler from using business-class. A rest stop en route is prohibited when travel is authorized by premium-class, less than first-class accommodations. When this authority is exercised,

a traveler is not authorized a rest period upon arrival at the duty station. The traveler is, however, permitted a short, reasonable time to check into a hotel and freshen up if necessary. This justification must not be used in lieu of scheduling coach-class accommodations that allow for authorized rest stops en route or at the destination. When returning from TDY, premium-class (less than first-class) travel must not be authorized simply because the total flight time (including stopover) is in excess of 14 hours, or in time to meet routine office responsibilities;

NOTE: A reasonable time to check into the hotel and freshen up is defined, for this policy's purposes, as an opportunity immediately upon arrival to freshen up, change clothes and/or check into housing accommodations. It does not include time permitted for sleeping or lengthy delay upon arrival before commencement of official duties.

8) Security concerns exist that make such travel essential to the successful performance of the mission.

NOTE: When an airline flight only has two classes of accommodations, the higher class, regardless of the term used for that class, is considered to be first-class. Subsequently, any class of travel other than coach-class is subject to the conditions of this policy.

d. Premium-class Transportation Authorizing/Approval Officials. In accordance with DOD Directive 4500.9 the SA, or his designee, is the authorizing/approving authority for requests for premium-class (less than first-class) transportation for those officials within the Headquarters, Department of the Army. Requests by officials of the Secretariat and ARSTAF must be submitted through the HQDA Travel and Transportation Office (JDSO-ZT), to the Administrative Assistant to the Secretary of the Army. Three and Four-star MACOM Commanders and their three-star or two-star Deputy Commanders or Chief of Staff, are authorized to approve premium-class (less than first-class) transportation requests by their subordinates. This authorization for approval cannot be re-delegated. Per JFTR, par. U2000 and JTR, par. C2000, no official, regardless of rank or position, may approve his or her own use of premium-class transportation. All other DA officials must process requests through appropriate Command channels through the HQDA Travel and Transportation Office (JDSO-ZT), to the Administrative Assistant for approval. All documentation, including justifications, approval signatures and similar paperwork must be retained by the approving authority's office for a period not less than five years.

e. First-class. Within the DA, the SA is the sole authorizing/approval authority for first-class travel paid by government funds or by a non-Federal source pursuant to 31 U.S.C. § 1353. All requests for the use of first-class travel in these instances must be fully justified under the appropriate provision of the JTR/JFTR and submitted through the AA to the SA. In all cases, when only two classes of accommodations are available, the higher class, regardless of name, is first-class.

f. The senior traveler must provide justification and amend the travel order/authorization in accordance with 3. c., above. Approved requests must be maintained for five years for audit purposes.

g. **Reporting Requirement.** OSD has directed that a semi-annual report be

submitted from each Service Secretary no later than 30 April and 30 September of each fiscal year. To accomplish this requirement, each authorizing official must provide a report to the HQDA Travel and Transportation Office (JDSO-ZT), no later than 15 April and 15 September, that provides detailed data on each request approved during the prior six month period. This report must include the following data elements for each instance of approved premium-class travel:

Data Element

Basic ID
- Name
- Grade
- Last 4 SSN

Unit ID
- Service
- Organization

Transportation Mode (0 = Air 1 = Ship 2 = Train)

Purpose of Travel (Use JTR/JFTR, Appendix H Codes)

Origin (City, State)

Destination (City, State)

Beginning Date of Travel

Fare Paid

Coach Fare

Ticket Issuing Location

Justification (USE CODES)

Approval Authority

GSA Purpose of Travel Codes

0 = Site Visit
1 = Info Meeting
2 = Training
3 = Speech/Presentation
4 = Conference
5 = Relocation
6 = Entitlement Travel
7 = Special Mission Travel
8 = Emergency Travel
9 = Other

First-Class Justification Codes

F1	Lower class not available in time
F2	Medical
F3	Security
F4	Mission
F5	Only first class provided
F6	Non-Federal source

Business-Class Justification Codes

B1	Lower class not available in time
B2	Medical
B3	Security
B4	Mission
B5	Only first class provided
B6	Non-Federal source
B7	Foreign flag coach not adequate
B8	Overall savings
B9	Over 14 hours AND immediate official business, no earlier departure possible

4. GRATUITIES (Incl. FREQUENT FLYER MILES) RECEIVED FROM COMMERCIAL SOURCES

a. General. Promotional material including frequent traveler benefits (frequent flyer miles (FFM), and hotel and rental car 'points') earned by Army travelers on official

business at agency expense may be kept for personal use. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional government cost. The use of non-contract carriers solely to gain personal frequent traveler benefits is strictly prohibited.

b. USING FREQUENT FLYER MILES FOR UPGRADE TO BUSINESS OR FIRST-CLASS. FFM earned during official travel may be used to upgrade official or personal flights to business or first-class accommodations provided that military uniforms are not worn and there is no public advertisement of rank or grade.

Note: An Army traveler must not deliberately delay a return from TDY or increase mission cost to the government to take advantage of offered commercial travel benefits. A traveler may only delay a return from TDY if there is no impact to an Army mission (i.e., a delay from Saturday to a Sunday return, when both days are scheduled non-duty days for the traveler, and the traveler is either on an approved pass or leave) and no increased cost to the government. All expenses incurred as a result of excess costs, additional delays, circuitous route planning or unnecessary luxury accommodations not covered completely by personal FFM are the sole financial responsibility of the traveler and not reimbursed.

5. GENERAL MILITARY AIRCRAFT TRAVEL

a. Official air travel is normally accomplished using commercial air transportation. Generally, when commercial air transportation is available to effectively fulfill the mission requirement and meet the traveler's departure and/or arrival requirements within a 24-hour period, Military aircraft (MILAIR) shall not be used. Nonetheless, MILAIR may be authorized when:

1) The actual cost of using MILAIR is less than the cost of using commercial air service. Cost analysis for use of MILAIR will be based on the formula approved by the Army Audit Agency; or,

2) Commercial air service is unacceptable because

a) highly unusual circumstances present a clear and present danger to the official traveler(s), or

b) an emergency exists, or

c) other compelling operational considerations make commercial transportation unacceptable; or

3) The aircraft was previously scheduled to perform a bona fide training mission, the minimum mission requirements are not exceeded, and there is no additional cost to the government. MILAIR must not be scheduled for training missions for the primary purpose of accommodating the travel of DA personnel, either military or civilian.

b. When scheduling MILAIR, every effort will be made to avoid:

1) Trips between major U.S. cities. It may be difficult to justify the use of MILAIR for travel along high-density travel routes (e.g., Washington, D.C. to New York City,

Atlanta, Los Angeles or Chicago) because:

a) commercial travel is generally less expensive to major hub cities

b) high density traffic may make it difficult to obtain desired arrival/departure times

c) travelers must be cognizant of the public's perception of the use of MILAIR resources

2) Trips where the aircraft appears to be filled with personal staff members to make the trip cost effective.

3) Trips requested because of the need to accommodate competing requirements, especially when either of the requirements are events of a social nature. Maximum advance planning should be employed to avoid scheduling conflicts dictating the use of MILAIR.

c. The particular aircraft used must be the least costly one capable of satisfying the transportation requirements. Larger aircraft will be used only for reasons of safety, security, or economic feasibility. At no time will a larger aircraft be scheduled in order to accommodate individuals traveling in a "non-interference" or unofficial status, or based on rank, grade or protocol code.

d. The OCONUS use of CONUS based Military aircraft must be approved by the SA for all Secretariat officials. The CSA has designated the DAS as the approval authority for all members of the ARSTAF and MACOM commanders.

e. MACOM commanders are delegated approval authority for the OCONUS use of CONUS based MILAIR for individuals under their command. CONUS based MILAIR may only be used for OCONUS travel if one of the criteria in paragraph 5.a. is satisfied.

f. The use of commercial airlift to OCONUS destinations does not preclude the use of MILAIR in an OCONUS theater of operation when:

1) MILAIR is reasonably available and does not require long deadhead flights to begin or end the mission, or

2) U.S. commercial carriers are not available and significant security concerns preclude the use of foreign flag carriers.

g. All requests for the administrative use of fixed-wing and rotary-wing MILAIR must be in writing. Requests for travel by other than DOD senior officials are processed for approval through existing standard procedures. Travel approval authorities may establish the specific format for requests and documentation of MILAIR travel. At a minimum, however, this documentation must meet the requirements of DoD 4500.56.

1) Requesters must determine and document that the requirements of this section and/or section 6 have been met for each individual use.

2) The senior traveler must sign all requests for MILAIR travel. Signature

authority may not be delegated.

h. Delegation of Approval Authority for Selected Foreign and U.S. Travelers on Military aircraft.

1) Under the provisions of DOD 4515.13-R, Air Transportation Eligibility, paragraph C10.5.3, the DAS, CONUS MACOM Commanders, and heads of Army activities in the grade of major general, or above, are delegated the authority to approve the following categories of passengers for travel in CONUS on Military aircraft when such travel is in direct support of the approving command or activity:

a) Foreign military personnel who possess proper installation visitation authorization

b) Foreign civilians assigned to NATO Headquarters and who possess an installation visitation authorization

c) U.S. citizens, except for the following: non-DOD federal officials and their spouses, and members of Congress and their staffs. Under the provisions of the Secretary of the Army Travel Policy, the approval for accompanying spouse travel for DA personnel remains unchanged.

2) This authority may not be further delegated.

i. Contractors Aboard Military aircraft.

1) Generally, contractors must not be placed on MILAIR except in compliance with C.2.2.9. of DOD 4515.13-R. In instances where the success of an Army mission depends on the presence of contractor personnel, those personnel may be placed on MILAIR through the use of a Contractor Identification Memorandum/Letter of Authorization, a sample of which is found at Enclosure 5. The use of an Invitational Travel Authorization for placing contractors on MILAIR is prohibited. As a minimum, the Contractor Identification Memorandum/Letter of Authorization must include:

a) Name, social security number, company name and DOD contract number

b) Billing address of contractor for purposes of billing costs if travel is to be approved under the authority of C.2.2.9.3. of DOD 4515.13-R; or the appropriation to be charged (fund cite or responsible DOD Contract number to be charged) if travel is to be approved under the authority of C.2.2.9.2. of DOD 4515.13-R

c) Full justification and purpose for being onboard the aircraft

d) Statement indicating that commercial transportation is not available

e) Signature of senior Army official requesting the contractor's presence

2) Approved contractors on board MILAIR, and operating under contracts where commercial transportation costs have already been included in the contract, must reimburse the government at full commercial coach fare, within five days of completion of the travel. Under no circumstances may contractors travel or be reimbursed using

the contract fares offered to government employees.

3) The Contractor Identification Memorandum/Letter of Authorization will be submitted through normal travel authorization channels, and, if applicable, processed with required documents through appropriate local billing channels to ensure a timely reimbursement to the United States government.

6. ROTARY-WING MILAIR TRAVEL

a. Rotary wing MILAIR may be used for official travel only when it is cost favorable as compared to ground transportation, or when the use of ground transportation would have a significant adverse impact on the ability of the senior official to effectively accomplish the purpose of the travel.

b. This policy does not apply to "operational mission" use of rotary wing aircraft as defined in AR 95-1, Flight Regulations, or to mission required use such as: transport of troops and/or equipment; training; evacuation (including medical evacuation); intelligence and counter-narcotics activities; search and rescue, transportation of prisoners; use of defense attaché-controlled aircraft; aeronautical research and space and science applications; exercising command/supervisory authority at adjacent/local installations; and other such activities.

c. If commercial aircraft service is available between the general departure and destination locations, the criteria of paragraph 5.a. must also be satisfied.

d. Helicopter travel to events that can be accomplished by video teleconference, or combined with other events/activities, should not be approved.

e. Helicopter assets shall not be used for transportation between installations within the NCR except in unusual circumstances. The SA determines the existence of unusual circumstances for the SA or his designee for members of the Secretariat, and by the CSA or his designee for Army officials not assigned to the Secretariat.

f. The following guidance applies to the use of the Pentagon Helipad:

1) Eligibility for use of the Pentagon Helipad is restricted to Code 4 Civilians, Lieutenant Generals, and above. Code 5 Civilians and lower will be serviced from Davison Army Airfield, Ft. Belvoir, VA, or Fort McNair. (See Enclosure 6 for Code definitions.)

2) The Pentagon Helipad is normally available Monday through Friday from 0730 to 1730 hours. The CSA has designated the DAS as the approval authority to grant exceptions for weekend and/or alternate travel times for Code 2 and 3 civilians and General Officers (four-star). Exceptions may be granted only under the most extraordinary circumstances for travel originating within the NCR.

g. Within the NCR, all approved requests for helicopter support are forwarded from the respective organizational airlift validator to the 12th Aviation Battalion, Ft. Belvoir, VA. Normally, the use of this transportation mode will be limited to those NCR intra-city trips that are within a 125 Nautical Mile (NM) radius and/or

more than a 90-minute motor vehicle trip from the Pentagon. A chart providing comparison mileage and time is included for reference at Enclosure 4.

1) Intra-city travel is travel that departs from and arrives at any location within the Greater Washington-Baltimore Metropolitan area.

2) Intra-city travel is limited to Code 1, 2, and 3 civilians and Code 2 and 3 General Officers.

3) Requests for exceptions must be approved by the AA for all HQDA officials. Requests for exceptions to use U.S. Army assets by officials other than Army officials will be coordinated with the Executive Secretary of the Department of Defense.

7. SPECIAL AIR MISSION (SAM) AIRCRAFT

a. Special Air Mission (SAM) aircraft are specially configured aircraft assigned to the United States Air Force 89th Airlift Wing used to support only the most important U.S. interest missions and DOD missions where other airlift do not provide the timeliness, security, or communications capability required. The costs associated with operating this limited inventory of aircraft range from approximately $2,300/hour to nearly $4,300/hour depending on the type of aircraft, thereby necessitating judicious use of this limited resource. All requests for SAM support of non-required users require a cost analysis as a part of the justification.

b. Within the DA, only the following officials are eligible to use SAM aircraft. If one of these officials is not aboard, the SAM aircraft cannot be used for the mission:

Secretary of the Army
Chief of Staff
Under Secretary of the Army
Vice Chief of Staff
Assistant Secretaries of the Army
General Counsel
Four-star General Officers

c. SAM aircraft may be authorized in the following instances:

1) Travel is plainly in the national interest for official purposes;

2) Commercial transportation is clearly incapable of meeting the requirement for security; or

3) Other significant reasons as approved by the appropriate travel orders approving authority.

d. Approval Process:

1) Requirements for both domestic and foreign SAM flights for personnel in the Secretariat will be submitted through the AA to the SA.

2) Requirements for both domestic and foreign SAM flights for personnel in the ARSTAF and MACOM Commanders including foreign counterpart visits will be submitted through the AA to the SA.

e. All non-DOD requests for SAM aircraft, exclusive of Congressional travel, will be submitted through the AA for processing to OSD.

f. The Chief of Legislative Liaison coordinates Congressional use in accordance with established procedures. The use of SAM aircraft is especially appropriate for Army sponsored trips by members of Congress or DOD officials when the trip has significant DOD interest.

g. The SAM Airlift validator in the Office of the Chief of Staff, Air Force, provides periodic reports on utilization of SAM aircraft through the AA for review by the SA and the CSA.

8. OPERATIONAL SUPPORT AIRLIFT (OSA)

a. The use of Operational Support Airlift (OSA), both fixed and rotary wing, assigned to DA should be restricted to flights where commercial transportation is inconsistent with security or other significant mission requirements. Requests for use of OSA will be processed in accordance with current directives and procedures.

1) Every effort will be made to pool requirements for maximum aircraft utilization. Minor differences of only a few hours in travel schedules seldom warrant the use of separate aircraft. (Flexibility in scheduling and passenger loads to accommodate the pooling of missions is encouraged.) All requests should include a comparison of the costs of travel by MILAIR and commercial transportation modes.

2) The United States Army Priority Air Transport Detachment can support complex missions, but its use must be fully justified through OSA policies and procedures and approved by AA for members of the Secretariat and members of the ARSTAF.

3) For Headquarters, Department of the Army (HQDA) and its Field Operating Agencies (FOAs) and Staff Support Agencies (SSAs), the officials listed below are designated as Authorizing Officials for operational support airlift (OSA) requests from senior officials within their commands or organizations. Their Authorizing Official is the Administrative Assistant to the Secretary of the Army (AA). MILAIR requests will be processed through the HQDA Travel and Transportation Office (JDSO-ZT) to the AA.

a) Director of the Army Staff
b) Deputy Chiefs of Staff
c) Assistant Chief of Staff for Installation Management
d) Chief of Engineers
e) Surgeon General
f) Chief, National Guard Bureau
g) Chief, Army Reserve
h) The Judge Advocate General
i) Chief of Chaplains

j) Commanding General, U.S. Army Military District of Washington (MDW)
k) Heads of FOAs and SSAs (major general or equivalent and higher)

4) Major Army Command (MACOM) Commanders (major general or higher) and heads of FOAs and SSAs (major general or higher) are designated as Authorizing Officials for OSA requests from senior officials within their commands. MACOM Commanders may delegate this authority in writing, without further delegation to the Chief of Staff (no lower than Major General level). Except for four-star generals, and the three-star Commander of USARPAC, senior officials may not authorize their own MILAIR travel.

5) The AA is the Authorizing Official for MACOM commanders who are not 4-star general officers or the three-star Commander, USARPAC. Process MILAIR requests for MACOM commanders, other than 4-star generals, through the HQDA Travel and Transportation Office (JDSO-ZT) to the AA.

6) MILAIR requests for personnel (0-6 or equivalent and below) will be processed for approval as outlined in Chapter 3, AR 95-1, Flight Regulations, 1 September 1997 and the DoD Directive 4500.43, Operational Support Airlift, 28 October 1996.

7) The Secretary of the Army or his designee is the approval authority for employees of other US government agencies.

b. The Commander, Operational Support Airlift Command, will provide a semi-annual report of the use of Operational Support Airlift by senior DA officials through AA for review prior to submission to the SA.

c. All MACOM commanders will ensure that they are kept informed of their command's OSA usage.

9. SPACE A TRAVEL

Per DOD 4515.13-R, paragraph C6.1.3, Uniformed Services members on active duty must be in a leave or pass status to register for space-available travel, remain in a leave or pass status while awaiting travel, and be in a leave or pass status the entire period of travel. DOD civilian employees, when afforded space-available privileges in accordance with DOD 4515.13-R, C6.T1, must be in a leave or non-duty (i.e. weekend or holiday) status to register for space-available travel.

10. ACCOMPANYING SPOUSE TRAVEL

a. As a general rule, spouses or other family members may not accompany DA personnel, either military or civilian, on official business at government expense. Accompanying spouse travel on either military or commercial aircraft is accomplished as an exception to policy, pursuant to Appendix E, part I, paragraph A13 of the JTR/JFTR. Exceptions are normally limited to the spouses of senior officials. Other family members or dependents are not permitted to travel at government expense. (See Section 12, Non-interference (reimbursable) travel). (The JTR/JFTR can be accessed at http://www.dtic.mil/perdiem/)

1) Accompanying spouses traveling on commercial aircraft at government expense must fly coach-class, unless otherwise authorized in accordance with section 3, Commercial Air Travel.

2) Accompanying spouses traveling on MILAIR must travel in a noninterference (non-reimbursable) status. MILAIR must be independently authorized in accordance with section 5.

b. As an exception to policy, spouses may accompany their sponsors on military or commercial aircraft at government expense when at least one of the following conditions are met:

1) The spouse must actually **participate in an official capacity** at an unquestionably official function. A spouse's itinerary that details the specific official events of sufficient duration in which the spouse will participate (i.e., a conference or installation visit) may justify the spouse's travel on MILAIR or commercial air at government expense. A spouse agenda/itinerary is required when using this provision as the basis for approval of the spouse's travel. A substantially complete draft itinerary is sufficient for long lead-time requests. An example of a substantive agenda is provided at enclosure 2. **Or**,

2) The spouse's presence at an official function is deemed to be in the national interest because of a **diplomatic benefit** to the United States. Simply stated, when the spouse and sponsor are meeting with high-level foreign dignitaries and their spouses, the spouse's travel may be justified on MILAIR or ComAir at government expense. Documentation of foreign dignitary presence is required when using this provision as the basis for approval of the spouse's travel, **Or**,

3) The spouse's presence at an official function is deemed to be in the national interest because of a **public relations benefit** to the United States. Simply stated, when the spouse and sponsor are meeting with persons and their spouses from outside the Department of Defense, the spouse's travel may be justified on MILAIR or commercial air at government expense. Under this provision, a statement from the requesting official, deeming the spouse's presence provides a public relations benefit to the United States, is sufficient when using this provision as the basis for approval of the spouse's travel.

c. Spouses may travel unaccompanied to an official function, provided **any or all of the above conditions** are met, **and** unusual circumstances exist on the part of the sponsor that may necessitate an exception to the general requirement that the spouse and sponsor travel together. Such unusual circumstances may include unplanned or unanticipated schedule changes or compelling mission requirements on the part of the sponsor. Under those unusual circumstances the spouse shall travel in the most cost-effective manner available, which may include an already scheduled MILAIR flight or non-tactical vehicles (NTV).

d. Once all supporting documentation is attained, the requestor must obtain a policy/fiscal review from the resource manager prior to submission to the approval authority. Each occurrence must be approved individually and documented by an MFR signed by the approval official. Blanket travel orders for spouses are not permitted.

e. Spouses traveling in an accompanying spouse status are not permitted per diem.

f. Approval Authorities.

1) Each occurrence of spouse travel is to be approved on a case-by-case basis. Blanket travel orders for spouses are not permitted. When the requesting official is not assigned to HQDA, the request for approval for spouse travel will also be reviewed by the requesting official's MACOM Chief of Staff, or equivalent, prior to submission. Each request must include the following supporting documentation and will be retained by the requesting organization for two years:

a) Request signed by the sponsor;

b) Name, grade, and position/title of sponsor;

c) Purpose of spouse's travel;

d) Travel date and destination;

e) Type of conveyance, to include cost if commercial flight;

f) Policy and/or fiscal determination by appropriate MACOM official;

g) Agenda or itinerary for spouse that indicates either actual participation or a diplomatic or public relations benefit to the United States.

2) The SA is the approval authority for all accompanying spouse travel of Secretariat officials at government expense on commercial or MILAIR.

a) All requests for spouse travel that are to be approved by the SA will be forwarded to the AA for processing.

b) Requests should be submitted at least 15 working days prior to the travel.

3) The AA is delegated the approval authority for all travel of spouses of DA officials not assigned to the Secretariat by military or commercial aircraft. For the ARSTAF, the AA is the delegated approval authority for all spouse travel requests. Approval authority for accompanying spouse travel via commercial or MILAIR is delegated to four-star MACOM Commanders for their spouse and the spouses of individuals within their organizations. Further delegation is authorized in writing but may not be delegated below the two-star general officer Chief of Staff for a four-star commanded MACOM, or equivalent level.

4) All four-star general officers and the three-star commander of USARPAC are delegated the authority to approve accompanying travel of their own spouses, and spouses of those in their command on military and commercial air. Each occurrence must be approved individually and documented by a Memorandum for Record that has been reviewed by policy and/or fiscal officials and signed by the principal. Blanket travel orders for the spouses are not permitted.

5) Joint or "dual-hatted" DA commanders of Combatant Commands follow their joint command approval process concerning accompanying spouse travel when traveling on behalf of their joint command. When traveling on DA business, the provisions of this policy memorandum must be followed (example: Army Four-Star Commanders Conference).

6) The Chief, National Guard Bureau is delegated, without further delegation, the authority to approve the travel of accompanying spouses of the 54 State, District, and Territory Adjutants General when they are traveling for purposes of National Guard Bureau business. However, when the State, District, and Territory Adjutants General are traveling on state or territory business, the state or territory guidance governing accompanying spouse travel will be used. In either case, the tests of unquestionable official function with actual participation, and/or significant diplomatic or public relations benefits must be met.

11. REQUIRED REPORTING FOR ACCOMPANYING SPOUSE TRAVEL

a. The approval authority will maintain a record of approved accompanying spouse travel (as authorized by section 9 above) on MILAIR and commercial aircraft for a period of two years. This documentation shall be subject to review, and include the following review officials: the Secretary of the Army, or the AA acting as designee, when appropriate. The documentation must include spouse travel trips via MILAIR or commercial air for the spouses of <u>all</u> DA officials, including the following:

1) Commands delegated approval authority for spouse travel by the Chief of Staff of the Army;

2) Four-Star General Officers and the Three-Star Commander of USARPAC;

3) Joint or "Dual-Hatted" commanders when travel was on behalf of the DA; and

4) State, District, and Territory Adjutants General of the National Guard when travel was on National Guard Bureau business.

b. Documentation of individual spouse travel trips must include:

1) Name of sponsor and spouse,

2) Justification (i.e., participation in an official capacity at an unquestionably official function, or diplomatic or public relations benefit),

3) Destination,

4) Duration, and

5) Any per diem or incidental expenses allowed to the spouse.

c. Documentation of each trip approved by the CSA or his designee must be maintained for at least two years from the date of travel to comply with audit and/or inspection requirements.

12. OTHER SPOUSE TRAVEL

a. Travel by spouses is usually accomplished in an accompanying status as provided in section 10 above. However, spouses may also travel independently of their sponsors when travel is authorized in accordance with the JTR/JFTR (other than Appendix E, Part I, paragraph A13 of the JTR). When traveling pursuant to an independent basis, spouses are authorized per diem. For example, travel and per diem for spouses are authorized when:

1) The spouse will attend a service-endorsed training course or briefing and provide subsequent volunteer service incident to such training, (e.g., Pre-Command Course, Brigadier General Training Course, anti-terrorist training course) as specified by HQDA.

a) Course Approval Procedures. Certain courses, such as the Pre-Command Course, have already been considered and approved as service-endorsed. For other courses, the JTR requires approval through "the Secretarial Process." Consequently, requests should process through command channels and the Deputy Chief of Staff G3, Training Division to the Office of the Administrative Assistant to the Secretary of the Army for staffing within the Secretariat and approval. Requests should include, as a minimum, a detailed program of instruction and a memorandum explaining the primary and direct mission-related benefit that the Army will receive as a result of funding this training for family members.

b) Travel Approval. Once a course is approved, selected spouses may attend the training at government expense and receive the same travel allowances as a service member or employee who is on temporary duty (TDY). The normal order-issuing official for ITAs approves the travel on a case-by-case basis, ensuring that there is a primary and direct mission-related benefit to the Army by that particular family member attending the training.

2) The spouse will confer with DOD officials on DOD matters as a subject matter expert. In this instance, being a spouse is incidental to being a subject matter expert, and the circumstances of travel are not to be confused with accompanying spouse travel. Under this authority, the spouse may be issued invitational travel orders through normal procedures without obtaining special approval for spouse travel. It is generally DA policy that spouses traveling to participate in discussions on Army Family Programs and/or Quality of Life issues shall travel in an accompanying spouse status (per diem not authorized) in accordance with section 10, unless travel is for an excepted program in accordance with b. below.

b. Notwithstanding the restriction in paragraph 10.a.2) above, when the spouse or other qualified individual has been selected to serve as a member of the delegation to an official conference concerning Army Family Programs or Quality of Life issues, then the activity that is sponsoring the conference may authorize the sending command to issue an ITO (per diem authorized) for that spouse's travel if the following conditions apply:

1) The activity that is sponsoring the conference is commanded by an official in the rank of major general (or civilian equivalent) or above;

2) The conference has a substantive agenda aimed at affording the Army Secretariat or Army leaders guidance, advice, and testimony that is essential to the process of developing effective policies pertaining to family, education, health care, retention, and other issues related to the well-being of our soldiers and their families;

3) The conference's established objective is to render a discernable substantive product, such as a set of policies, a strategic plan, or an action plan;

4) The agenda requires full-time participation by each delegate to ensure that it completes its agenda and accomplishes its established objective;

5) The process for selecting delegates conforms to Army regulatory guidance and the slate of delegates has been approved, in writing, by the sponsoring commander.

Notes:

1. In no case, however, will the spouse of a soldier or DA employee be entitled to separate reimbursement for the lodging portion of per diem if the soldier or employee is on TDY to the same conference, is concurrently on TDY in the same commuting area of the conference, or resides within commuting distance to the conference site.
2. For the purposes of this policy, spouses attending as **Subject Matter Experts** must comply with the following conditions: Any spouse, regardless of rank or position of sponsor, must be documented fully if they are attending as a Subject Matter Expert. If the spouse has been identified as a SME, documentation must clearly state the unique training, knowledge or educational achievement in the specific subject area that the spouse has gained so as to elevate them above other attendees for special consideration as a SME. The role of spouse alone is **not** sufficient to allow SME status.

c. Commanders of Major Commands will submit an annual report through the Director of the Army Staff to the Administrative Assistant to the Secretary of the Army no later than 15 October summarizing Army Family Program conference participation and delegate travel, along with a summary of cost to the Army for that travel.

13. UNOFFICIAL TRAVEL — NON-INTERFERENCE (REIMBURSABLE) TRAVEL

a. Non-interference (reimbursable) travel is travel by a spouse, dependent, or other non-Federal traveler not on official business in the company of a senior DOD official (normally Code 1, 2 and 3 civilians, and Code 2 and 3 General Officers, see Enclosure 6 at the end of this document) traveling on official business on MILAIR. This is not space available travel.

b. Non-interference travel is only authorized if the following conditions are met:

1) MILAIR is already scheduled for an official purpose;

2) The non-interference use does not require a larger aircraft than is needed for the official purpose;

3) Official travelers are not displaced;

4) The travel results in negligible additional cost to the government; and

5) The government is reimbursed at the full commercial coach- class fare rate or equivalent. The full coach-class fare is defined as any coach fare that is available to the general public between the day that the travel was planned and the day the travel occurred, including restricted fares, provided the traveler would otherwise be able to satisfy the restrictions associated with the particular fare if traveling via commercial air.

c. This travel must be approved in advance in writing. The senior DOD official will attach to his/her travel voucher a personal check made payable to the Treasurer of the United States and include a travel office printout that reflects the full commercial fare.

d. Approval will be through the senior traveler's normal approval chain.

14. MOTOR VEHICLE TRANSPORTATION

a. AR 58-1 governs the use of motor vehicle transportation to include the procurement and use of sport utility vehicles. This section highlights guidance found in that regulation pertaining to non-tactical vehicles (NTV) and provides additional guidance where necessary.

b. Title 31, USC 1344 specifies those officials who are authorized home-to-work transportation. Within the DA, only the SA and the CSA are authorized home-to-work transportation.

1) With certain limited exceptions prescribed by statute, home-to-work transportation is not transportation for an official purpose, and is prohibited. Normally, such transportation is a personal responsibility. Title 31, USC 1344, establishes criteria for exceptions to this policy, and for reporting those exceptions to Congress. However, within the DA only the SA can approve those exceptions.

2) Individuals who are authorized home-to-work transportation may incur personal tax liability in connection with this government-furnished service regardless of the circumstances. The law provides that an individual who willfully violates Title 31, USC 1344 may be suspended without pay for a minimum of 30 days, and when circumstances warrant, for a longer period, or may be summarily removed from office. Military personnel, who willfully use or authorize the use of government vehicles for other than official purposes, can be disciplined under provisions of the UCMJ or other administrative procedures as appropriate.

c. Transportation to official after-hours functions will be treated as an exception to policy for which prior approval from the installation commander or his/her delegated authorizing official is required. All transportation to after-hours functions must begin and end at the individual's normal place of duty.

d. Official motor vehicle transportation requirements do not include: transportation to private social functions; personal errands or side trips for unofficial purposes; transportation of dependents or visitors without an accompanying official; or in support of non-DOD activities unless specifically approved under the provisions of Army Regulation(s).

e. The use of Army NTV is restricted to official purposes only.

1) Transportation may be provided for military and DOD civilian personnel officially participating in public ceremonies, military field demonstrations, and parades directly related to official activities.

2) Changes of command, promotions, retirements, unit activations/deactivations are considered official business internal to the Army community. Attendance by the Army community is encouraged and we should not make it difficult for colleagues and peers, who by their very presence improve the morale and spirit of the Army. For that reason, the use of one or more government-owned vehicles (GOV) to attend such activities should be managed and not discouraged. By managed, it is the intent of this policy that 10 sedans should not come from one installation to attend an official function, when a 15 passenger bus would accomplish the mission. There will be occasions, such as an after event meeting, when group transportation is not feasible, and multiple vehicles to the event are necessary. It is the responsibility of Garrison Commander to monitor and correct abuse of this policy. Prudent use of government resources is the responsibility of all Army employees.

f. Spouses of DA officials may be authorized transportation in government vehicles only when:

1) Accompanying their DA sponsor, the use of the vehicle has already been authorized to accomplish official business, and there is space available. Such transportation must be provided at no additional cost to the government, and the spouse's presence may not require a larger vehicle than that already authorized to accomplish official business; or,

2) Proceeding independently to or from an official function when the spouse's presence at the function is in the best interest of the government and circumstances have made it impractical or impossible for the official to accompany the spouse en route; however, this authority applies only to the spouse of a DA employee who is authorized to receive home-to-work transportation.

g. Transportation support to other U. S. Government agencies, or non-U.S. Government entities, may be provided only under strict guidelines. Reimbursement by the requesting activity is normally required for transportation support to non-DOD activities. DA officials shall review established guidelines and obtain required approvals prior to inviting travel or committing Army support.

h. Sport utility vehicles (SUVs) are a relatively new class of vehicle with four-wheel drive and an off-road capability that make the vehicle ideal for police, range support, and other off-road duties that require physical abilities exceeding those of a sedan or truck. SUVs are also necessary to more safely handle certain types of road conditions in inclement weather. However, SUVs cost more to buy or lease. As a class, the SUVs

have a poor miles per gallon rating, and the vehicles currently are not designed to use an alternative fuel. In addition, SUVs are generally considered a status symbol.

1) SUV's must not be acquired by purchase or lease to enhance the comfort or prestige of any individual, regardless of grade or rank.

2) Army activities are required to use the smallest, most fuel efficient vehicle capable of meeting agency needs. Specifically, where a Class II sedan or light duty pickup truck will meet mission requirements, a larger and more prestigious SUV must not be acquired, leased, or used.

3) MACOM commanders are responsible for approving SUV requests by installations and activities for high-end SUVs or any SUV that has a maximum gross vehicle weight that is greater than or equal to 5,000 pounds. MACOMs and commanders will limit the use of such high-end and costly SUVs. Criteria are found in the Federal Vehicle Standards 20XX at: http:pub.fss.gsa.gov/pub/vehicle-standards.html.

a) Exceptions to the MACOM approval requirement include

(1) SUVs that are available as alternative fueled vehicles.

(2) SUVs that are used directly and specifically for police, fire, rescue, criminal, investigative, and intelligence activities.

(3) Recruiting and military entrance processing activities in areas where snow, sleet, and freezing rain would terminate the mission for lengthy periods.

b) Except for special requirements such as inclement weather conditions and off-road use, SUVs will not be used exclusively as passenger-carrying vehicles when a sedan, van, carryall, bus, taxi, privately owned vehicle (reimbursable), or public transportation would meet mission requirements.

15. ACCEPTANCE OF PAYMENT FROM A NON-FEDERAL SOURCE FOR OFFICIAL TRAVEL EXPENSES

a. Title 31 U.S.C. § 1353 is the primary authority for the acceptance of gifts of travel and related expenses. When that statute applies, it shall be used to the exclusion of other authorities. The definition of terms and policies under this statute are at 41 C.F.R. § 304.

b. Heads of component commands or organizations may delegate approval authority, in writing, to accept travel payments from a non-Federal source to a division chief under their supervision serving in the grade of colonel or the civilian equivalent. Prior to authorizing acceptance of an outside payment of official travel and related expenses, travel-approving authorities must consult with their own, or the traveler's, ethics counselor and obtain a written determination from that ethics counselor that acceptance is appropriate.

c. Prior to travel, employees must have approval to accept payment from a non-federal source. Once travel has started, limited changes can be made.

1) If the Army has previously approved and accepted payment, you may accept additional payment so long as:

(a) The expenses paid in kind are comparable in value to those offered or purchased by other similarly situated meeting attendees, and

(b) The Army did not previously decline to accept payment for these particular expenses in advance of travel.

2) If the Army has not authorized acceptance of any payment from a non-federal source prior to travel, you may accept payment from a non-federal source so long as:

(a) The travel offered is the type of travel expense that is allowed by the existing travel authorization, i.e., meals, lodging, transportation, but not recreational or other personal expenses, and

(b) The travel expenses are within the maximum allowances stated within the existing travel authorization, and

(c) You request the Army's authorization for acceptance from the non-federal source within seven (7) working days after the trip ends.

3) If the Army does not authorize acceptance from the non-federal source, you must either:

(a) Reimburse the non-federal source for the reasonable approximation of the market value of the benefit provided, or

(b) Reimburse the non-federal source, and claim the amount on your government travel claim

d. In addition to the criteria at 41 C.F.R. § 304, payment from a non-federal source for official travel expenses may be accepted when the following conditions are met:

1) The offer of travel expenses must be unsolicited and completely voluntary.

2) The gift may only be used for official travel.

3) The gift may only be used for conferences or similar functions. An offer of travel expenses to perform functions essential to an Army mission (such as inspections or oversight visits) or to attend sales presentations will not be accepted.

4) The gift of travel may not create a conflict of interest. The approval authority must determine that acceptance would not cause a reasonable person in possession of the relevant facts to question the integrity of Army programs or operations.

e. An offer of free travel for an accompanying spouse will be processed and approved in accordance with section 9 of this memorandum. Such requests will be evaluated on the basis of whether it is in the Army's interests to accept the offer.

f. The SA retains the authority to approve all first-class travel. Requests for first-class air travel, including those paid by a non-Federal source, must be fully justified under the applicable provisions of the JTR/JFTR. This requirement applies to the traveling official and accompanying spouse.

g. The following reporting requirements apply to the acceptance of travel payments from a non-Federal source:

1) To simplify the travel voucher process, travelers are encouraged to accept "in-kind" travel expenses (that is, prepaid tickets and hotels), rather than cash reimbursement. If reimbursement is in the form of a check, it will be made out to "Department of the Army" and deposited with the servicing travel office.

2) Travelers must report to their ethics counselors the acceptance of travel and related expenses exceeding $250.00. The report must contain the traveler's certification that "the statements in this report are true, complete, and correct to the best of my knowledge and belief." The report must be submitted to the ethics counselor for review and signature within thirty days of completion of the travel. A suggested format for this report appears at Enclosure 3.

3) Ethics counselors will use Standard Form 326, Semiannual Report of Payments Accepted From a Non-Federal Source, to consolidate reports from travelers in their jurisdiction. Standard Form 326 will be electronically submitted to the Office of the Judge Advocate General (OTJAG), Standards of Conduct Branch at soco@hqda.army.mil. Reports for gifts received during the period 1 April to 30 September must be received at OTJAG by 15 November. Reports of gifts received between 1 October and 31 March are due by 15 May. Ethics counselors will maintain the reports submitted by travelers for one year after submission. Standard Form 326 is available on the General Services Administration website at www.gsa.gov/forms.

16. USE OF EXECUTIVE CAR SERVICES. The use of executive car services, i.e., privately contracted limousines and non-government leased executive sedans is reimbursable only at the fair market rate of taxicabs and airport transportation services during periods of official temporary duty travel. Costs in excess of fair market rates for the services mentioned above are borne by the official and will not be reimbursed. Additional charges, such as "waiting time" fees associated with the use of executive car services are not authorized. Officials are encouraged to utilize local public transportation resources for travel to and from TDY locations. Reimbursement for commercial transportation from residence to permanent duty locations is not authorized.

Encl. 1

FOREIGN TRAVEL DATA SHEET

(SUBMIT TO THE OFFICE OF INTERNATIONAL CONFERENCES, DEPARTMENT OF STATE, ROOM 1517,
FAX 202-647-1301 OR 202-647-5996; Phone 202-647-5875)

PRELIMINARY REPORT
(to be completed before foreign travel to an international conference)

NAME OF TRAVELER (last, first):
EMPLOYING DEPARTMENT OR AGENCY:
TITLE HOST OF INTERNATIONAL CONFERENCE ATTENDED:

WILL MORE THAN TWO FOREIGN GOVERNMENTS ATTEND? YES NO
NAME OF OFFICIAL AUTHORIZING TRAVEL:

PURPOSE OF TRAVEL:**(Select code: (1) member of delegation; (2) technical/administrative support to delegation (3) meetings with foreign officials outside the conference; (4) other (specify)**

DATE TRAVEL BEGINS: DATE TRAVEL ENDS:

CONTACT TELEPHONE NUMBER

FINAL REPORT
(to be completed within 30 days of the conclusion of travel)

NAME OF TRAVELER (last, first)

CONFERENCE ATTENDED/HOST:

DATE TRAVEL BEGAN: END DATE OF TRAVEL:

ACTUAL COST OF TRAVEL:

Complete the following only if there have been changes since the preliminary report:

EMPLOYING DEPARTMENT OR AGENCY:

NAME OF OFFICIAL WHO AUTHORIZED TRAVEL:

PURPOSE OF TRAVEL:

ENCLOSURE 1 - Foreign Travel Data Sheet

Encl. 2

SAMPLE OF SPOUSE AGENDA

YOUR LETTERHEAD

SUBJECT:	Itinerary for Visit of Mrs. John Doe, Spouse of LTG John D. Doe, Commander, U.S. Army Pacific
IN PARTY:	TBD
PURPOSE:	Orientation Visit

Monday, 8 February 2005

0900	Arrive New Toyko International Airport; met by Protocol
0900-1030	Airport procedures
1030-1100	En route Distinguished Visitors Quarters (DVQ); Activities as desired
1100-1130	Orientation Briefing
1130-1230	Lunch hosted by Mrs. Smith with roundtable discussion on quality of life issues having highest community interest (Cathy Rogers, Spouse, CS; Robin White, Spouse, DC; Dods Brown, Spouse of Commander, 17TH ASG; Barbara Carter, Spouse, Commander, USARPAC)
1230-1240	En route Army Community Services (ACS)
1240-1315	ACS Brief/open discussions with ACS staff -regarding program needs and unique concerns, and tour of facility
1315-1320	En route Community Activities Center (CAC)
1320-1400	Sensing session with New Parent Support Program Group to include active duty and spouse participants
1400-1405	En route Child Development Center (CDC)
1405-1445	Visit CDC/discussions with care givers, CDC staff regarding needs and services provided
1445-1450	En route Youth Activities
1450-1530	Visit Youth Center/discussions with Youth Activities Staff on Youth Programs
1530-1540	En route Library
1540-1615	Visit Library/check current available resources and response times on ordered materials
1615-1630	En route DVQ
1630-1750	Activities as desired and prepare for reception
1750-1800	Walk to Community Club
1800-TBD	Reception and Dinner

Tuesday, 9 February 2005

0755-0800	En route Quarters 1000
0800-0900	Breakfast hosted by Mrs. Smith
0900-0905	En route Elementary School
0905-1000	Visit Elementary School/discussions with the Principal on standards for DODDS and where the school falls in the large overall picture compared to the Elementary Schools in the U.S.1000-1005
	En route Community Support Facilities
1005-1115	Tour and discussions with personnel of the Community Support Facilities
1115-1120	En route Community Club
1120-1300	AFTB/Family Support Meeting/Working Luncheon and discussions on quality of life issues with a cross-section of Battalion spouses with opening and closing remarks by Mrs. Smith

Encl. 3

REPORT OF PAYMENT OF TRAVEL & RELATED EXPENSES ACCEPTED FROM NON-FEDERAL SOURCES (31 U.S.C. 1353)

Employee's Name:
Command Organization:
Employee's Position:
Spouse's Name (If applicable):

EVENT
(for which more than $250 in travel and related expenses were donated)

Nature /Title of Event:

Sponsor:

Location:

Dates: From: To:

TYPE OF DONATION

Donating Organization:

Total Amount:

Amount of Payments In-Kind: For Employee: For Spouse:

(pre-paid conference fees, hotel costs, airline tickets, pre-paid meals, etc.)

Amount of Payments by Check For Employee: _____ For Spouse:.

(Check must be made to "Department of the Army". Submit to your travel office.)

Itemized Expense:
Hotel:
Airline:
Meals:
Other

'I certify that the statements in this report are true, complete, and correct to the best of my knowledge."

Signature of Traveler Date of Signature

SUBMIT REPORT TO YOUR ETHICS COUNSELOR WITHIN 30 DAYS
Ethics Counselor Printed Name and Signature Date of Signature
(paid by non-Federal source)

Encl. 4

Comparison Chart
Estimated Times and Distances

Location	Ground	Ground Times		Air	
	Statute Miles	Non-Rush (Hours)	Rush (Hours)	Nautical Miles	Time (Hours
Aberdeen Proving Ground	75	1.50	3.00	55	.80
Andrews AFB	15	0.25	0.83	9	.40
Antietam National Battleground	80	2.00	3.00	36	.40
Baltimore City/vicinity	45	1.00	1.50	30	.40
Carlisle Barracks	115	3.00	4.00	80	1.00
Charlottesville	120	3.00	4.00	78	1.10
Chancellorsville National Battlefield	60	1.33	2.20	45	.65
Fredricksburg National Battlefield	60	1.33	2.20	40	.60
Ft AP Hill	70	2.00	3.00	4 9	.65
Ft Detrick	55	1.0O	2.00	36	.50
Ft Lee	125	3.00	400	97	1.20
Ft Meade	30	.75	1.25	20	.40
Gettysburg National Battlefield	85	2.00	3 00	55	.80
Patuxent Naval Air Station	78	2.00	2 50	46	.65
Quantico Marine Base	35	1.00	1 50	24	.40
Xerox Training Center	35	1.00	1.50	26	.40

ENCLOSURE 4 - Comparison Chart of Estimated Times and Distances

Encl. 5 Contractor Identification Memorandum/Letter of Authorization

<OFFICIAL AGENCY LETTERHEAD>

MEMORANDUM FOR TRAVEL AUTHORIZING OFFICIAL

SUBJECT: Travel of Government Contractor by Military aircraft

<Full Name of Contractor, Social Security Number> , with <Name of Company>, is authorized as a required passenger aboard Military aircraft to travel to <Location> on <Dates> for the purpose of <Detailed Justification>. Commercial transportation cannot meet the requirements of this mission because <Reason>. This authorization is made in compliance with DOD 4515.13-R, C 2.2.9.

The individual named above is assigned to this mission in accordance with the terms of DOD Contract <Contract Number>. Their presence on this mission will not displace other government official passengers, nor will the aircraft size be increased as a result of their presence on the flight.

**If contract includes travel funds for commercial travel, then*:
<Name of Company/Individual> will reimburse the government within five days of completion of travel at the commercial coach fare for this trip. The billing address for reimbursement is <Contractor Billing Address>.

<Signature of Senior Official>

Encl. 6. VIP Codes for Airlift Requests

1. President or Heads of State

2. Vice-President, Cabinet Members, Members of Congress, Governors, Service Secretaries and Chiefs of Staff, and Five-Star Generals

3. Under Secretaries, Assistant Secretaries, Vice Chief of Staff, and Four-Star Generals

4. Deputy Assistant Secretaries, Three-Star Generals, SES/ES

5. Two-Star Generals, SES/ES

6. One-Star Generals, SES/ES

7. Army/USAF Colonels, Navy Captains (O6), GS-15

8. Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps

STEPS TO FOLLOW WHEN A DOD TRAVELER REQUESTS PREMIUM-CLASS FLIGHT ACCOMMODATIONS DUE TO A DISABILITY OR OTHER PHYSICAL IMPAIRMENT

STEP 1 – The traveler completes Part I, Traveler's Statement of Disability or Other Physical Impairment, and submits it to the authorizing/order-issuing official (AO).

STEP 2 - The AO reviews Part I, considering the cost, alternative means to accommodate the traveler's condition and the requirement to accomplish the mission. The AO notifies the traveler if the traveler's premium-class travel is to be pursued. The traveler is instructed to have Part II of the premium-class travel package completed by competent medical authority (licensed medical practitioner).

STEP 3 – The traveler's physician completes Part II to provide acceptable medical evidence to support or refute the premium-class claim and returns Part II to the traveler.

STEP 4 – If physician indicates that premium-class travel accommodations are necessary, the traveler forwards the completed documents, Parts I and II (Part II physician's assessment must remain sealed) to the AO. If the physician indicates that premium-class travel accommodations are not necessary, the traveler informs the AO and the premium-class approval process stops.

STEP 5 – AO forwards Parts I through II to the appropriate premium-class approval authority for signature/approval.

STEP 6 - The premium-class approval authority completes Part III, approving or denying use of premium-class travel. A copy of the complete package (Parts I, II, and III) will be retained in the office of the premium-class approving official for audit purposes, and a copy of Part III will be forwarded to the AO.

STEP 7 - If premium-class travel accommodations are approved, the AO must ensure the travel order/authorization is annotated to show: Business- or First-Class (as appropriate) travel was approved for medical reasons; the name and rank of approving official; the cost difference between coach-class; and, the approved premium class accommodations. The traveler is informed accordingly.

STEP 8 - With a copy of the approved premium travel order/authorization, the traveler can make travel arrangements through the CTO.

NOTE: With limited exceptions, medical information about the traveler must be kept confidential. Information can be confidential even if it contains no medical diagnosis or treatment course and even if it is not generated by a health care professional. Medical information is not to be kept in regular personnel files. Rather, keep medical information in a separate medical file that is accessible only to designated official personnel. Medical information stored electronically must be similarly protected (e.g., by storing it on a separate database).

PART I - TRAVELER'S STATEMENT OF DISABILITY OR OTHER PHYSICAL IMPAIRMENT

(Read Privacy Act Statement (located at bottom of page) before completing form)

1. Traveler's Name (last/first/middle):_____
2. Travelers Rank:_____ 3. Last 4 SSN:_____
4. Service/Agency:_____
5. Organization:_____
6. Work Phone Coml and DSN:_____
7. Email Address:_____
8. Mode of Travel (Air, Ship, Train):_____
9. Travel Purpose (See Premium Class Travel Reporting Instructions, Item G)_____
10. Location where Premium Class Travel Segments Start and End (enter all segments)

Origin:_____Destination:_____

Origin:_____Destination:_____

Origin:_____Destination:_____

11. Date Travel to Begin:_____
12. Fare for Premium Travel: $_____13. Fare for Coach Class: $_____
14. Ticket Issuing Location (Name and Location of Commercial Travel Office (CTO)):_____

15. Reason for Requesting Premium Class Travel, Reference JTR/JFTR, par.:_____
16. Describe your medical condition (i.e., disease, disability, or other physical impairment) and how it interferes with traveling in coach-class.

17. Give the approximate date (month/year) your medical condition began to affect your ability to travel without special travel accommodations. _____
18. What is the expected duration of your medical condition?

19. What reasonable accommodation (e.g., bulkhead seating, two adjoining coach seats, seat cushion, aisle seat, etc.) could be made so that you would be able to travel in coach class?

CERTIFICATION AND CONSENT BY TRAVELER

I hereby certify that all statements made above are true to the best of my knowledge and belief. I hereby give my permission for the release of information about my service and medical condition(s) (i.e., disease and injury) to authorized agency officials and medical consultants.

SIGNATURE (Do not print) **Date**

Privacy Act Statement

In compliance with the Privacy Act of 1974, the following information is provided: Basic authority for requiring the requested information is contained in 5 USC §§5701-5733, particularly §§5721-5733, 30 USC §905 and Executive Order 9397. Disclosure of the data by you is voluntary. The principal purpose for the collecting the data is to determine the amount to reimburse a traveler for expenses incurred in connection with temporary duty travel. Information may be transferred to appropriate Federal, State, local, or foreign agencies when relevant to civil, criminal, or regulatory investigations or prosecutions. There is no personal liability to you if you do not furnish the requested information; however, we shall not be able to reimburse you for your expenses.

PART II - PHYSICIAN'S STATEMENT
INSTRUCTIONS

The individual identified on the next page is requesting medical documentation that will be evaluated, along with other information, in connection with his or her request for an upgrade in air travel to premium-class (business-class/first-class) as a reasonable accommodation. Please specify in your report the physical and environmental requirements connecting the identified disability or other physical impairment and the requested accommodation and whether alternative means, such as bulkhead, aisle seating or two adjoining coach-class seats, may accommodate the traveler's condition.

The applicant is responsible for any cost incurred in connection with providing this documentation.

A new medical examination is not necessary if your records provide adequate documentation no more than six months old, or 12 months for validated permanent disability or physical impairment.

Please provide the medical documentation requested under "MEDICAL DOCUMENTATION REQUIREMENTS." It is important that you respond to every item. If there is not sufficient space for your response, please provide a continuation sheet that indicates the corresponding item number for the information you are responding to. If an item is not applicable to the applicant's medical condition, enter "Not Applicable." After completing the form, please provide your medical stamp on the form, along with your signature.

Enclose your report and any attachments in a sealed envelope marked "MEDICAL DOCUMENTATION – PRIVILEGED – PRIVATE." Please provide it directly to the applicant.

PART II - MEDICAL DOCUMENTATION REQUIREMENTS

The Following Information is Provided On (full name of traveler): _____

1. Diagnosis of Disability or Physical Impairment Associated with Premium-Class Accommodations:

_____

_____

2. Clinical findings that relate to the reason for travel upgrade from the most recent medical evaluation, including any of the following which have been obtained: findings of physical examination; results of laboratory tests; X-rays; EKGs and other special evaluations or diagnostic procedures; and, in the case of psychiatric diseases, the findings of mental status examinations and the results of psychological tests.

_____

_____

_____

_____

_____

3. Assessment of current clinical status, relevant medications prescribed, and plans for future treatment: _____

_____

_____

_____

_____

4. What is the expected duration of the disability or physical impairment?

_____

5. What is the probability that the individual will suffer injury or harm if he or she is not accommodated? Explain the medical basis for your conclusion.

_____

_____

6. Explain the relationship between the traveler's request for premium-class travel and the traveler's medical condition(s). Can the medical condition(s) be accommodated by any means other than travel in premium class? If the answer to any of the following questions is no, please fully explain the reasons for your response and the relation to the traveler's medical condition.

a. Can the traveler's medical condition(s) be accommodated by travel in bulkhead seating? Yes or No.

b. Can the traveler's medical condition(s) be accommodated by travel in aisle seating? Yes or No.

c. Is the traveler medically able to tolerate seating in coach class for any period of time? Yes or No.

If the answer to this question is yes, please state the maximum duration._____

d. Can seating in coach class with periodic movement around the cabin accommodate the traveler's medical condition(s)? Yes or No

e. Can the traveler's medical condition(s) be accommodated by periodic in-flight exercises designed to minimize the physical impacts of the flight? Yes or No

f. Can the traveler's medical condition(s) be accommodated by purchase of two adjoining coach seats? Yes or No

7. Does the traveler require an attendant for medical services during travel, and if so, is it necessary for the attendant to be constantly with the employee while en route? _____ If so, explain the duties of the attendant during the time of travel.

_____

_____

8. Physician's Recommendation:

_____ Approval

_____ Approval with modifications as noted below.

_____ Denial based on reasons below.

Comments:

9. Physician's stamp:

_____
Signature Date

_____
Phone Number

_____
E-mail Address

PART III - PREMIUM-CLASS TRAVEL APPROVAL AUTHORITY DETERMINATION

The request for First-Class/Business-Class travel for (enter full Name of traveler)_____ is approved/disapproved.

_____ _____

Type Full Name, Rank and Office symbol of Premium Class Approving Official — Date

_____

Premium Class Approving Signature

SUMMARY OF CHANGES:

Page 1.... Header paragraph changes the date of supersession.

Page 2....1.d.1) Changes MILAIR approval level from the DAS to the AA

Page 3....1.l adds underlining for emphasis

Pages 7-8.... Changes HQDA Travel and Transportation Office designations to official new office symbol JDSO-ZT

Page 11....5.h. (NEW) Adds new policy on the approval authority for placing foreign and non-DOD U.S. civilians onboard Military aircraft

Page 13....6.g.3) Makes AA approval authority for all HQDA officials when requesting exceptions

Page 14....7.d.2) Removes DAS as an approving official in accordance with GO's

Page 15....8.a.2) thru 8.a.5) removes DAS as an approving official in accordance with GO's

Page 16....8.a.7) Changes CSA to SA

Page 16....8.b. Deletes DAS

Page 16....9 (NEW) Space A Travel added as new policy. Reiterates DOD 4515.13-R

Page 16....10.f.3) Deletes CSA and adds AA

Page 21....12.b.(NEW) Notes 2. Adds requirements for spouses to qualify as subject matter experts