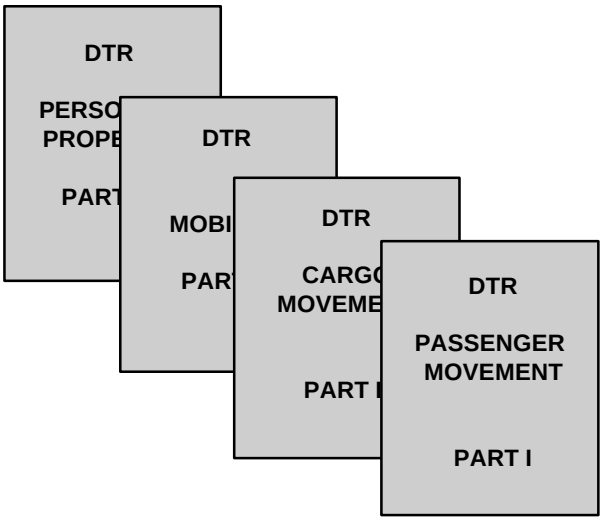
DOD 4500.9-R

DEFENSE TRANSPORTATION REGULATION

PART I

PASSENGER MOVEMENT



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DEPUTY UNDER SECRETARY OF DEFENSE
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OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION AND
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FOREWORD

This Regulation is issued under the authority of Deputy Under Secretary of Defense (Logistics) Memorandum, "Defense Transportation Regulation (DTR), Parts I-IV," August 4, 1995. It implements DoD policies governing the use of DoD-owned and controlled aircraft and establishes criteria for passenger, personal property, cargo, and mobility movement. In accordance with DoD Directive 5158.4, "United States Transportation Command," January 1993, USCINCTRANS is the DoD single manager for transportation (for other than Service-unique or theater-assigned transportation assets). Strict adherence to the provisions of this Regulation is essential to maintain the integrity of the DoD transportation system. This publication governs the movement of passengers, cargo, and personal property to, from, and between the Continental United States (CONUS) and outside the Continental United States (OCONUS). This supersedes DTR, Part I, Passenger Movement, dated August 1995.

This Regulation applies to the Office of the Secretary of Defense; Military Departments; Chairman and Joint Chiefs of Staff; Unified Commands and the Defense Agencies (hereafter referred to collectively as the "DoD Components"). It also applies to travel and transportation for Uniformed Service members of the U.S. Coast Guard, U.S. Public Health Service, and U.S. Coast and Geodetic Survey, when cross-servicing agreements are in effect.

This Regulation is effective immediately. To ensure uniformity, there is no provision for supplemental or unilateral modifications to this Regulation and all DoD Components will distribute it for use at the operating level. The DoD Components may publish more detailed guidance if needed and will provide a copy to USTRANSCOM/TCJ4-LTP. Proposed changes to this Regulation may be sent by the DoD Components to USTRANSCOM/TCJ4-LTP. USTRANSCOM will forward proposed changes to the Assistant Deputy Under Secretary of Defense for Transportation Policy for approval. No changes to the Defense Transportation Regulation (DTR) may be made without prior coordination with the Military Services.

DoD Components may obtain copies of this Regulation through their own publication channels and it is approved for public release; distribution unlimited. Authorized registered users may obtain copies of this publication from the Defense Technical Information Center, 8725 John J. Kingman Road, Ft. Belvoir, VA 22060. Other Federal Agencies and the public may obtain copies for a fee from the U.S. Department of Commerce, National Technical Information Services, 5285 Port Royal Road, Springfield, VA 22161.

Roy R. Willis
Acting Deputy Under Secretary
of Defense (Logistics)

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REFERENCES

(Each reference applies to the current edition, unless otherwise specified. Due to numerous reorganization efforts, the guidance in some of the references may have been or will be reissued in other publications. It may be necessary to consult a functional area expert to determine the most recent guidance)

a. AFI 24-101/MCO P4600.7/NAVMILPERSCOMINST 4650.2, Passenger Movement, (current edition).

b. AMC Pamphlet 24-104, AMC Pet Information, (current edition).

c. AFJMAN 24-204/TM 38-250/MCO P4030.19F/NAVSUP Pub 505(Rev)/DSAM 4145.3, Preparation of Hazardous Materials for Military Air Shipments, (current edition).

d. AR 37-1, Army Accounting and Fund Control, 30 Apr 91.

e. AFR 76-5, AR 55-6, MCO 4630.11A, OPNAVINST 4630.3A; Policies and Procedures for Obtaining Passenger Reservations for DoD International Air Travel (current edition (obsolete)).

f. AFR 76-11, Rates for Movement of Government (current edition).

g. AFR 76-28, Non-Government Passengers and Cargo (current edition).

h. AFR 177-103, Travel Transactions at Base Level, (current edition).

i. AR 600-8-105, Military Orders, (current edition).

j. DoD Instruction 4100.31, Reports on Single-Manager Operations, (current edition).

k. DoD Directive 4140.1, Materiel Management Policy (P&L), (current edition).

l. DoD Instruction 4500.17, Proceedings Before Transportation Regulatory Bodies, (current edition).

m. DoD 4500.32-R, Military Standard Transportation and Movement Procedures (MILSTAMP), 15 March 1987.

n. DoD Instruction 4500.42, DoD Transportation Reservation and Ticketing Services, (current edition).

o. DoD Directive 4500.43, Operational Support Airlift (OSA), (current edition)

p. DoD Directive 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel, (current edition)

q. DoD 4515.13-R, Air Transportation Eligibility, 3 November 1994.

r. DoD Directive 5010.38, Internal Management Control Program, (current edition).

s. DoD Directive 5158.4, United States Transportation Command, (current edition).

t. Joint Federal Travel Regulations, Volume 1 (current edition).

u. Joint Travel Regulation, Volume 2 (current edition).

v. MCO 4631.9, Construction Customer ID Codes via MAC Service , (current edition).

w. NAVCOMPTINST 4600.2B, Customer Identification Codes for Temporary Additional Duty Travel, 1 Apr 93

x. USTRANSCOM Regulation 110-5, Acquisition Oversight Group, (current edition).

DEFINITIONS

The following definitions are provided for use with this Regulation.

1. **Acquired Dependent**. A military member's dependent acquired through marriage, adoption, or other action during the course of a member's current OCONUS tour of assigned duty. The term does not include persons dependent on the member or children born of a marriage that existed before the beginning of a current overseas tour.

2. **Active Duty**. Full-time duty in a military service of the United States. This includes members of the Reserve components serving on active duty or full-time training duty, but does not include full-time National Guard duty.

3. **Air Evacuation Patient**. The process of moving any person by air who is wounded, injured, or ill to and/or between medical treatment facilities.

4. **Airlift Clearance Authority (ACA)**. A Service activity which controls the movement of cargo (including personal property) into the airlift system under the provisions of DoD 4500.32-R, MILSTAMP.

5. **Alternate QAE**. A functionally qualified person who assists the Chief QAE in performance of QAE activities.

6. **Armed Forces (Military Services)**. The Army, Navy, Air Force, Marine Corps, and Coast Guard (See 37 CFR 101(4)).

7. **Baggage, Accompanied**. All baggage carried or accompanying a passenger traveling on an aircraft.

   a. Carry-On Baggage. Accompanied baggage carried aboard the aircraft by a passenger. This includes cosmetic cases, briefcases, shaving kits, or other packages to which a passenger may desire access during flight.

   b. Checked Baggage. Accompanied baggage accepted and checked for a flight at the time a passenger is processed. It normally is stored in the aircraft in such a way that it is not available to the passenger during the flight.

8. **Best Value**. Selection of contractors/carriers to support Defense Transportation System requirements will be based on a trade-off between cost and other factors, such as past performance and ability to perform service within stated requirements. Low cost will not be the primary factor and it is possible that the low cost carrier will not receive the award in a best value selection. Past performance factors could be: on-time pick-up and delivery percentage, lost or damaged cargo percentage, and number of claims. Service factors could be: in-transit visibility (ITV) ability; response time for requirement, and routing ability.

9. **Blue Bark**. U.S. military personnel, U.S. citizen civilian employees of the Department of Defense, and the dependents of both categories who travel in connection with the death of an immediate family member. It also applies to designated escorts for dependents of deceased military members. Furthermore, the term is used to designate the personal property shipment of a deceased member.

10. **Category B and M Airlift**. Category B is AMC-procured planeload charter on commercial aircraft. Category M is travel on military aircraft.

11. **Channel Airlift**. Common-user airlift service provided on a recurring basis between two points.

12. **Channel Sequence Listing**. A listing of approved active AMC channels prepared annually by HQ AMC and distributed to all users of AMC airlift.

13. **Channel Traffic**. Passengers and cargo moving over established worldwide routes served by either scheduled DoD aircraft under the control of AMC or commercial aircraft under contract to and scheduled by AMC.

14. **Chief Quality Assurance Evaluator**. A functionally qualified person having total responsibility for quality assurance functions within a functional area or for one or more specific contracts. This responsibility is exercised through supervision and assistance in the performance of qualify assurance evaluation activities of other QAEs. A Chief QAE would be appropriate when there is more than one QAE assigned to a specific contract or when there are multiple service contracts and QAEs within a functional area.

15. **Close Blood or Affinitive Relative**. A permanent member of a household, a resident in the household of a military member, a DoD civilian employee, or an American Red Cross employee, who is dependent on the sponsor for a home. This does not apply to a dependent as defined in "Dependent" below.

16. **Command Arrangements Agreement (CAA)**. An agreement made between Commanders in Chief which establishes procedures, relationships, and delineates responsibilities.

17. **Commercial Travel Office (CTO)**. The commercial activity providing full range of commercial travel and ticketing services at a DoD installation under a contract or memorandum of understanding.

18. **Common-User Lift.** U.S. Transportation Command-controlled lift: The pool of strategic transportation assets either government-owned or chartered that are under the operational control of Air Mobility Command, Military Sealift Command, or Military Traffic Management Command for the purpose of providing common-user transportation to the Department of Defense across the range of military operations. These assets range from common-user organic or chartered pool of common-user assets

available day-to-day to a larger pool of common-user assets phased in from other sources.

19. **Continental United States (CONUS)**. The 48 contiguous states and the District of Columbia.

20. **Customer Identification Code (CIC)**. A combination of code numbers and letters used for customer identification and billing purposes when passengers are airlifted by an activity financed through Transportation Working Capital Funds.

21. **Customer Service Branch (CSB)**. An AMC functional branch representing the Services at aerial ports of embarkation for the purpose of providing passenger assistance and coordinating the flow of all air traffic (cargo and passengers) routed into the Defense Transportation System (DTS).

22. **Defense Transportation System (DTS)**. That portion of the worldwide transportation infrastructure which supports DoD transportation needs in peace and war. DTS consists of those military and commercial assets, services and systems organic to, contracted for, or controlled by the Department of Defense.

23. **Department of Defense (DoD) Aircraft**. An aircraft owned or controlled by any DoD activity or component, includes planes chartered or leased for periods greater than 90 days.

24. **Department of Defense (DoD) Components**. The Office of the Secretary of Defense (OSD) and activities administratively supported by the OSD; the Military Departments; the Chairman, Joint Chiefs of Staff; the Unified Commands; and the Defense Agencies.

25. **Department of Defense (DoD) Foreign Clearance Guide**. A publication containing information pertaining to travel security, country clearances, identification credentials, and other entry requirements for travel into foreign countries.

26. **Dependent**. The use of the word "dependent" in this Regulation shall be as defined in Joint Federal Travel Regulations, Volume 1, Appendix A, for uniformed Service members; and Joint Travel Regulation**s**, Volume 2, Appendix D, for civilians.

27. **Destination Station**. A base or airport where the mission ends as shown in the schedule.

28. **Domicile**. An individual's home of record, place from which called (or ordered) to active duty, place of first enlistment, or place of permanent legal residence.

29. **Frequency Channels**. A frequency channel is set up when traffic requirements do not support the desired frequency of service. Frequency channels may be requested on the basis of operational necessity for support of a mission sensitive area or for quality of life purposes to remote areas.

30. **Government Travel Services**. A centrally-billed account used to purchase official transportation services. Commercial charge card services are provided under contract awarded by the General Services Administration.

31. **Group Movement**. A movement of 21 or more members traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by government conveyance or government travel request (GTR) from the same origin to the same destination. Movement could include locations en route as specified on the orders.

32. **Intercity Bus**. Coaches used for movement of any distance.

33. **Intertheater**. Between theaters or between the continental U.S. and theaters. Also see "Intertheater Traffic."

34. **Intertheater Traffic**. Traffic between theaters exclusive of that between the continental U.S. and theaters.

35. **Intracity Bus**. Coaches used for movements of 60 miles or less.

36. **Intratheater**. Within a theater.

37. **Intratheater Traffic**. Traffic within a theater.

38. **In-Transit Visibility**. The ability to track the identity, status, and location of DoD unit and non-unit cargo (excluding bulk petroleum, oils, and lubricants) and passengers; medical patients; and personal property from origin to consignee or destination established by the CINCs, Military Services, or DoD agencies during peace, contingencies, and war.

39. **Joint Mobility Control Group (JMCG).** The JMCG is a key end state objective of the U.S. Transportation Command's (USTRANSCOM) Strategic Plan. It is the focal point to orchestrate and optimize Defense Transportation System (DTS) operations in support of Unified Commanders and other customers in need of Transportation support. The JMCG is comprised of the command center elements at USTRANSCOM and each Transportation Component Command, organized by Customer Service Teams and linked by real time C4 systems.

40. **Joint Traffic Management Office.** An office established to serve as single USTRANSCOM focal point for the execution of surface intermodal movements within the Defense Transportation System (DTS).

41. **Local Flight**. A continuous flight performed within the local flying area which terminates at the point of origin.

42. **Mobility Control Center (MCC)**. USTRANSCOM's MCC is the single location for managing all movement requirements. The MCC is comprised of requirements and customer service teams, and includes a meteorological and oceanographic cell (METOC), a medical cell, and an intelligence representative. With the implementation of the JMCG, the MCC serves as the single face to the customer on all requirements moving within the DTS.

43. **Mobility Officer**. Mobility Officer is the person(s) designated or appointed for planning, coordinating, and/or executing mobility operations for assigned or supported units. This designation also includes: Division Transportation Officer (DTO), Unit Movement Coordinator (UMC), Unit Movement Officer (UMO), Strategic Mobility Officer (SMO), Defense Movement Coordinator (DMC), Installation Deployment Officer (IDO), Embarkation Officer (EMBO), and Installation Mobility Officer (IMO).

44. **Operational Support Airlift (OSA)**. Movements of high-priority passengers and cargo with time, place, or mission-sensitive requirements. OSA aircraft are those fixed-wing aircraft acquired and/or retained exclusively for OSA missions.

45. **Organic Airlift**. Airlift provided by aircraft owned/operated by each Service.

46. **Overseas**. Any country or place beyond the limits of the continental United States. For purposes of this Regulation, Alaska, Hawaii, Puerto Rico, and U.S. territories and possessions are considered overseas.

47. **Passenger Reservation Center (PRC)**. The AMC activity which makes reservations for international air passenger travel.

48. **Planeload**. Planeload is determined by the configuration and model of each aircraft on any regularly scheduled commercial route. Local CTOs can provide exact number of passenger seats available on any given aircraft, to ensure the TO does not exceed their authority for less-than-planeload bookings or routings.

49. **Port of Debarkation (POD)**. The geographic point at which cargo or personnel are discharged. May be a seaport or aerial port of debarkation. For unit requirements, it may or may not coincide with the destination.

50. **Port of Embarkation (POE)**. The geographic point in a routing scheme from which cargo or personnel depart. May be a seaport or aerial port from which personnel and equipment flow to port of debarkation. For unit and non-unit requirements, it may or may not coincide with the origin.

51. **Priority**. Precedence for movement of traffic.

52. **Quality Assurance**. Those actions taken by the government to assure services meet the requirements in the statement of work.

53. **Quality Assurance Evaluation Program**. The plans and procedures developed to implement and administer quality assurance requirements of this instruction for an installation.

54. **Quality Assurance Evaluator (QAE).** A functionally qualified person who performs quality assurance functions for a contracted service.

55. **Required Use.** Presidential or Secretary of Defense-designated travelers that are required to use military aircraft due to one or more of the following: continuous requirement for secure communications; for security; or for responsive transportation to satisfy exceptional scheduling requirements dictated by frequent short-notice travel, which makes commercial transportation unacceptable.

56. **Requirement Channel**. AMC channel that services two points on a recurring basis, with actual movements dependent on volume of traffic.

57. **Sealift Readiness Program (SRP).** DoD-approved sealift readiness program which requires carriers to provide 50 percent of their U.S. flag ships to DoD for use during contingency.

58. **Space Available Travel**. The specific program of travel authorized by DoD 4515.13-R, allowing authorized passengers to occupy DoD aircraft seats are surplus after all space-required passengers have been accommodated.

59. **Space Required Traffic**. Mission essential traffic as identified in DoD 4515.13-R.

60. **Special Air Mission (SAM)**. Presidential-directed special missions.

61. **Special Assignment Airlift**. All domestic requirements and those requiring special pickup or delivery by AMC at points other than those within the established AMC route pattern, or requirements for movement within this pattern that require special consideration because of the number of passengers involved, the weight or size of the cargo, or other special factors.

62. **Special Assignment Airlift Mission (SAAM)**. A mission performing special assignment airlift. SAAM is defined as airlift requirements for special pick-up or delivery by AMC at points other than established AMC routes, and which require special consideration because of the number of passengers involved, the weight or size of the cargo, the urgency or sensitivity of movement, or other special factors.

63. **Sponsoring Service**. DoD Component which validates initial requirements and is sponsoring a particular activity, movement, or operation.

64. **Strategic Transportation**. Movement between theaters or between the CONUS and a theater.

65. **Tariff**. A publication containing rates, rules, regulation, and charges applying to commercial/military transportation and accessorial services.

66. **Theater**. A geographic area outside CONUS for which a commander has responsibility and control. Exception is U.S. Atlantic Command's area of responsibility (AOR).

67. **Traffic**. Cargo, mail, passengers, patients, security courier material, accompanied baggage, and human remains.

68. **Traffic Management**. The direction, control, and supervision of all functions incident to the procurement and use of cargo, passenger and personal property transportation services (including rail, highway, air, sea, pipeline, inland waterway, coastal, intercoastal carriers, and organic assets).

69. **Transportation Account Code (TAC)**. A four-digit code by which the appropriate Service, agency, or contractor identifies the account to be charged for transportation. (See DoD 4500.32-R, Volume II).

70. **Transportation Officers (TO)**. Person(s) designated or appointed to perform traffic management functions. The official at an activity that is appointed as Installation Transportation Officer (ITO), Traffic Manager (TM), Traffic Management Officer (TMO), Passenger Transportation Officer (PTO), Movement Control Team (MCT), or Branch Movement Control Team (BMCT).

71. **Transportation Working Capital Funds (TWCF)**. TWCF is the USTRANSCOM portion of the WCF transportation business area.

72. **Uniformed Services**. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service.

73. **United States Transportation Command (USTRANSCOM)**. The unified command which is the DoD single manager for sea, land, and air transportation in both peace and war. USTRANSCOM controls all DoD transportation assets except those which are Service-unique or theater-assigned.

74. **USTRANSCOM Transportation Component Commands (TCCs)**. The three component commands of USTRANSCOM: Air Force Air Mobility Command, Navy Military Sealift Command, and Army Military Traffic Management Command. Each transportation component command remains a major command of its parent Service and continues to organize, train, and equip its forces as specified by law. Each transportation component command also continues to perform Service-unique missions.

75. **Voluntary Intermodal Sealift Agreement (VISA)**. An alternative sealift readiness program to the SRP. VISA provides a responsive transition from peace to Contingency operations through pre-coordinated agreements for sealift capacity to support DoD

Contingency requirements. VISA establishes procedures for the commitment of intermodal shipping services/systems to satisfy such requirements.

76. **Working Capital Fund (WCF).** A revolving industrial fund concept for a large number of defense support functions, including transportation, utilizes business-like cost accounting to determine total cost of business activity. (See also TWCF.)

ABBREVIATIONS AND ACRONYMS

ACA	Airlift Clearance Authority
ACL	Allowable Cabin Load
ACO	Administrative Contracting Officer
ADUSD(TP)	Assistant Deputy Under Secretary of Defense for Transportation Policy
AFI	Air Force Instruction
AFR	Air Force Regulation
AMC	Air Mobility Command, Army Materiel Command
AMTRAK	Registered Trademark for National Railroad Passenger Corp
AOR	Area of Responsibility
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
APS	Aerial Port Squadron
AR	Army Regulation
ARC	Air Reserve Components
ASIF	Airlift Service Industrial Fund (see TWCF)
AUTODIN	Automated Digital Network
BMCT	Branch Movement Control Team
C4S	Command, Control, Communication, Computer Systems
CAA	Command Arrangement Agreement; Competent Authority Approval
CAM	Commercial Air Movements
CBA	Centrally Billed Accounts
CFR	Code Federal Regulations
CIC	Customer Identification Code
CIM	Corporate Information Management
CINC	Commander in Chief
CJCS	Chairman of the Joint Chiefs of Staff
COCOM	Combatant Command
CONUS	Continental United States
COR	Contracting Officer's Representative
CORE	Contingency Response
CRAF	Civil Reserve Air Fleet
CRS	Commercial Reservation System
CSB	Customer Service Branch
CTO	Commercial Travel Office
DFAS	Defense Finance and Accounting Service
DFRIF	Defense Freight Railway Interchange Fleet
DMC	Defense Movement Coordinator
DoD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DODDS	Department of Defense Dependent School

DOS	Department of State
DOT	Department of Transportation
DTAV	DoD Total Asset Visibility
DTO	Division Transportation Officer
DTS	Defense Transportation System
EMBO	Embarkation Officer
FMS	Foreign Military Sales
GBL	Government Bill of Lading
GCCC	General Charter Coach Certificate
GSA	General Services Administration
GTN	Global Transportation Network
GTR	Government Transportation Request
GTS	Government Travel Service
HAZCOM	Hazardous Commodity
ICAO	International Civil Aviation Organization
IDO	Installation Deployment Officer
IMO	Installation Mobility Officer
ITO	Invitational Travel Order / Installation Transportation Office
ITV	In-Transit Visibility
JCS	Joint Chiefs of Staff
JFTR	Joint Federal Travel Regulations
JMCG	Joint Mobility Control Group
JOPES	Joint Operations Planning and Execution System
JSPS	Joint Strategic Planning System
JTB	Joint Transportation Board
JTMO	Joint Traffic Management Office
JTR	Joint Travel Regulations
LOPA	Local Payment of Airlines
MAIN	Military Authorization Identification Number
MARAD	Maritime Administration
MARFORRES	Marine Forces Reserve
MATA	Military Air Transportation Agreement
MBA	Military Bus Agreement
MCC	Mobility Control Center
MCO	Marine Corps Order
MCT	Movement Control Team
MEPS	Military Entrance Processing Stations
MILSTAMP	Military Standard Transportation and Movement Procedures
MO	Mobility Officer
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRA	Military Rail Agreement
MRO	Military Route Order
MS	Master Solicitation
MSC	Military Sealift Command
MTMC	Military Traffic Management Command

NAF	Nonappropriated Funds
NCA	National Command Authority
NDRF	National Defense Reserve Fleet
NGB	National Guard Bureau
OADUSD(TP)	Office of the Assistant Deputy Under Secretary of Defense for Transportation Policy
OAG	Official Airline Guide
OCONUS	Outside Continental United States
ORM-D	Other Regulated Material-D
OSA	Operational Support Airlift
OSD	Office of the Secretary of Defense
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PEC	Program Element Code
POD	Port of Debarkation
POE	Port of Embarkation
PRAMS	Passenger Reservation and Manifesting System
PRC	Passenger Reservation Center
PSRO	Passenger Standing Route Order
PTO	Passenger Transportation Officer
QAE	Quality Assurance Evaluator
RIC	Reservation Identification Code
RRF	Ready Reserve Force
SAAM	Special Assignment Airlift Mission
SAM	Special Air Mission
SCAC	Standard Carrier Alpha Codes
SECDEF	Secretary of Defense
SECTRANS	Secretary of Transportation
SMO	Strategic Mobility Officer
SRP	Sealift Readiness Program
SSAN	Social Security Account Number
STATCO	Statistical Collection of Passenger Travel
TA	Transportation Agent
TAC	Transportation Account Code
TAD	Temporary Additional Duty
TCC	Transportation Component Command
TDY	Temporary Duty
TM	Traffic Manager
TMO	Traffic Management Officer
TO	Transportation Officer
TPP	Travel Performance Period
TWCF	Transportation Working Capital Funds
UMC	Unit Movement Coordinator
UMO	Unit Movement Officer
USA	United States Army
USAF	United States Air Force

USCG	United States Coast Guard
USMC	United States Marine Corps
USN	United States Navy
USTRANSCOM	U.S. Transportation Command
USTRANSCOMR	U.S. Transportation Command Regulation
USCINCTRANS	Commander in Chief, U.S. Transportation Command
VISA	Voluntary Intermodal Sealift Agreement
WCF	Working Capital Fund

CHAPTER 101

GENERAL INFORMATION

A. PURPOSE

This Regulation prescribes policies and procedures and assigns responsibilities for DoD activities to perform traffic management functions.

B. POLICY

U.S. Transportation Command (USTRANSCOM), in conjunction with the DoD Components, will provide technical direction and supervision over all traffic management functions incident to movement of DoD passenger, cargo, mobility, and the personal property shipment and storage within the Defense Transportation System (DTS) during peace and time of war.

C. INDIVIDUAL MISSIONS, ROLES, AND RESPONSIBILITIES

1. Office of the Assistant Deputy Under Secretary for Acquisition and Technology shall:

a. Establish transportation and traffic management policy and oversee implementation of policy for effective and efficient use of DoD and commercial transportation resources.

b. Chair the DoD Transportation Policy Council, which provides a forum for coordinated review of DoD transportation policies, systems, and programs.

2. Service Secretaries shall:

a. Assign their transportation commands, Military Traffic Management Command (MTMC), of the Department of the Army; Military Sealift Command (MSC), of the Department of the Navy; and Air Mobility Command (AMC), of the Department of the Air Force, in time of peace and in time of war, to USCINCTRANS as Transportation Component Commands (TCCs) under USCINCTRANS' combatant command.

b. Assign common-user transportation assets of the military departments to USCINCTRANS' combatant command, except for those Service-unique or theater-assigned transportation assets.

c. Organize, train, and equip forces for assignment to USCINCTRANS.

d. Program and budget for the organizing, training, and equipping forces for assignment to USCINCTRANS.

e. Administer and contract for commercial travel office (CTO) services under DoD Instruction 4500.42.

f. Resource and manage their transportation programs, which include base transportation operations, and issue applicable supplemental policy, procedures, and traffic management guidance in support of those operations.

3. Chairman of the Joint Chiefs of Staff (JCS) shall:

a. Staff and submit to the SECDEF, through the Under Secretary of Defense for Acquisition, USCINCTRANS and other officials as may be appropriate, for approval:

(1) Changes to procedures for submission of transportation movement requirements to USCINCTRANS.

(2) Changes to the transportation movement priority system to ensure its responsiveness to the commanders requiring transportation services.

b. Recommend forces for assignment to USCINCTRANS to the SECDEF for approval, in accordance with 10 U.S.C. 162.

4. Commander in Chief, U.S. Transportation Command (USCINCTRANS) will:

a. Provide air, land, and sea transportation for the DoD, both in time of peace and in time of war.

b. Exercise combatant command (COCOM) of the Military Traffic Management Command (MTMC) of the Department of the Army, the Military Sealift Command (MSC) of the Department of the Navy, and the Air Mobility Command (AMC) of the Department of the Air Force, in time of peace and in time of war.

c. Exercise COCOM of all assigned transportation assets of the military departments except for Service-unique or theater-assigned transportation assets (i.e., C-130 aircraft, port handling equipment, etc).

d. Be the DoD single manager for transportation, other than for Service-unique or theater-assigned transportation assets.

e. Provide management support for Service-unique or theater-assigned transportation assets when agreed by USCINCTRANS and a Service Secretary or a commander of a unified command, or when so directed by the Secretary of Defense (SECDEF).

f. Submit as necessary to the SECDEF, through the Chairman of the Joint Chiefs of Staff (CJCS), the Under Secretary of Defense for Acquisition, and such other officials as

may be appropriate, for approval any changes to transportation, fiscal, procurement, or other DoD policies that may be appropriate to implement this directive.

g. Establish and maintain relationships between the DoD and the commercial transportation industry to develop concepts, requirements, and procedures for the Contingency Response (CORE) Program, the Civil Reserve Air Fleet (CRAF), and the Voluntary Intermodal Sealift Agreement (VISA)/Sealift Readiness Program (SRP). Any procedure so developed shall take effect upon approval by the SECDEF.

h. Act as the DoD single manager for transportation, other than Service-unique or theater-assigned transportation assets. USTRANSCOM will align traffic management and transportation single manager responsibilities to achieve optimum responsiveness, effectiveness, and economy, both in time of peace and in time of war.

i. Provide air, land, and sea transportation as the DoD single manager for transportation and shall perform such additional functions as outlined below:

(1) Exercise COCOM of all assigned forces, to include organizing and employing forces to carry out assigned missions, and providing forces in support of other unified commands. USCINCTRANS will exercise COCOM through the TCCs. USCINCTRANS will direct AMC, MSC, and MTMC to perform missions and related responsibilities as noted in paragraphs C.7., C.8., C.9., and C.10. of this chapter, or as may be necessary to carry out USCINCTRANS' assigned missions.

(2) Apply apportioned/allocated strategic mobility resources as directed by the National Command Authorities (NCA).

(3) Prescribe procedures for the submission of transportation requirements by the DoD Components to USCINCTRANS.

(4) Provide management support for Service-unique or theater-assigned transportation assets, to include prepositioned ships, to the secretaries of the military departments and the commanders of unified commands at the direction of the SECDEF, or upon request of the Service Secretary or Commander in Chief (CINC) concerned.

(5) Develop, prioritize, and make recommendations through the Joint Chiefs of Staff (JCS), to the secretaries of the military departments and the Under Secretary of Defense for Acquisition on the capability, capacity, characteristics, design, and other requirements for mobility assets needed to execute DoD common-user transportation and strategic mobility objectives. Identify and support them as programming requirements along with capital investment strategies via the Planning, Programming, and Budgeting System (PPBS).

(6) Establish and maintain relationships between the DoD and the commercial transportation industry (in coordination with the Department of Transportation (DoT), Federal Aviation Administration, and the National Transportation

Safety Board) to promote the seamless transition from peace to war and improve interfaces between the DoD and industry.

(7) Manage the Transportation Working Capital Fund (TWCF) financial operations to include programming, budgeting, accounting, and reporting. Provide guidance for standardization of rates, regulations, and operational policies and procedures.

(8) Develop and implement, in coordination with the military departments, TWCF manpower management policy to maintain USCINCTRANS' visibility and adequate control of common-user transportation manpower and personnel assets. Establish procedures to program, account for, and document TWCF military and civilian manpower and personnel. Assess functional impact of proposed manpower increments and decrements to the common-user transportation functions and recommend changes through the CJCS in accordance with DoD Directive 5158.4.

(9) Control assigned funds made available from the National Defense Reserve Fleet (NDRF) for operations, maintenance, and lease of national defense sealift vessels operated under the TWCF.

(10) Review and analyze Service proposed organizational and mission changes within the TCCs that impact on the ability of USCINCTRANS to carry out assigned responsibilities.

(11) Ensure the effective and efficient use and control of U.S. Government-owned or commercial strategic mobility resources and capabilities available to the DoD.

(12) Coordinate and implement, through the TCCs, transportation and acquisition policy, and ensure peacetime and wartime procedural compatibility. Assume financial responsibility through the management of the TWCF account, and participate in acquisition planning, monitoring, and oversight of TCCs' procurement execution as outlined in USTRANSCOMR 110-5, Acquisition Oversight Group. Develop acquisition strategies for execution by the TCCs, as necessary, to accomplish USCINCTRANS' missions. Excluded from these procedures are responsibilities specifically reserved to the Head of the Contracting Activity.

(13) In support of Service heads of an agency, take action to facilitate resolution of USTRANSCOM-unique requirements related to the procurement of transportation services.

(14) Coordinate the forecasting and execution of validated transportation requirements on behalf of the DoD in both peace and war, to include channel approval. Advise the Joint Staff and other DoD Components when there is insufficient capability to meet requirements and make recommendations for appropriate actions to alleviate the shortfall.

(15) Disseminate necessary information to the DoD and Service authorities to facilitate the smooth flow of programming requirements, transportation movement requirements, and other pertinent information to ensure effective transportation operations within the DoD.

(16) With the approval of the SECDEF as required, and in accordance with memoranda of understanding with DoT, augment, as necessary, the strategic mobility capability by activating strategic reserve or mobilization programs, such as Civil Reserve Air Fleet (CRAF), Ready Reserve Force (RRF), VISA/SRP, and the Contingency Response Program (CORE). Develop policies, requirements, concepts, and procedures, and provide direction and oversight for the CORE Program, CRAF, VISA/SRP, and other established mobilization programs as assigned.

(a) Upon approval of the SECDEF and in coordination with the Secretary of Transportation (SECTRANS), USCINCTRANS will activate the RRF to meet operations/contingencies/CJCS exercises, or as prudent, take advance action to coordinate and plan with the Maritime Administration (MARAD) the possible RRF activation in anticipation of actual requirements. When military operations require civil shipping support, advise MARAD activation of the VISA/SRP is under consideration and request MARAD prepare an economic impact statement. Forward a recommendation to SECDEF, and transmit for signature, a proposed memorandum to the SECTRANS, requesting concurrence in the activation of the VISA/SRP. Direct MSC to arrange with ship operators for the acquisition of particular ships upon approval of VISA/SRP activation.

(b) Activate, with concurrence of the SECDEF, any CRAF stage or segment to fulfill commercial air augmentation of DoD's airlift fleet.

(c) Recommend, through the SECDEF, in coordination with the SECTRANS, necessary Presidential action to enable requisitioning of ships in accordance with 46 App. U.S.C. 1242, and 50 U.S.C. 196.

(17) Serve as the principal DoD focal point with MARAD on RRF issues, to include fleet composition, activation, maintenance, and readiness standards in accordance with applicable memoranda of understanding and/or agreements.

(18) Monitor and evaluate Service readiness programs for active and reserve component units which support USCINCTRANS' missions.

(19) Coordinate with the unified commands for the protection of USTRANSCOM assets, host nation transportation, negotiate/review international support agreements, and other related support to USTRANSCOM forces.

(20) Within mission responsibilities, maintain oversight of those dockets, proposals, and notices of federal, judicial, state, municipal or other U.S. Government agencies and commercial entities on rates and services that may affect military transportation and traffic management needs and authorities. Alone or through the components, represent the DoD, or coordinate with appropriate DoD or other U.S. Government agencies on legislative, legal, or regulatory issues as necessary to protect or promote DoD transportation interests in accordance with DoD Instruction 4500.17, Proceedings Before Transportation Regulatory Bodies.

(21) Negotiate and consummate support agreements, assignments, and delegations of functions and authority as required in accordance with DoD Instruction 4000.19, Interservice, Interdepartmental, and Interagency Support, and act as the point of contact for operational agreements within the Defense Transportation System (DTS).

(22) Nominate the chairperson of the Transportation Committee of the Defense Acquisition Regulatory Council. The Transportation Committee chairperson manages the formulation and evaluation of proposed transportation acquisition policy for inclusion in appropriate acquisition regulations.

(23) Conduct deliberate and execution transportation planning for DoD Components in accordance with the Joint Strategic Planning System (JSPS) and the Joint Operations Planning and Execution System (JOPES).

(24) Coordinate and provide worldwide JOPES training in conjunction with service schools.

(25) Act as facilitator for all meteorological and oceanographic data used in deliberate and execution planning conducted in accordance with the JSPS and JOPES.

(26) Integrate, in coordination with the DoD Components and the transportation industry, the DoD transportation-related command, control, communications, and computer systems (C4S) by establishing the Global Transportation Network (GTN). USTRANSCOM will coordinate and provide worldwide GTN training.

(27) Promote the development, production, and fielding of transportation and C4S that enhance the effectiveness of the DTS. and establish C4S requirements baseline and validate emerging C4S requirements to ensure integration and efficiency of developing systems with existing systems.

(28) Act as the DoD administrator for all transportation data to ensure automated systems that support the DTS are compatible and/or interoperable in support of Corporate Information Management (CIM) goals and objectives. Establish and coordinate

transportation data standards and protocols, and provide transportation data for the logistics portion of the Defense Data Repository System.

(29) Serve as the program manager for Defense Transportation Electronic Data Interchange.

(30) Serve as DoD single manager for intertheater medical regulating. Conduct Continental United States (CONUS) medical regulating by exercising authority, direction, and control over the Global Patient Movement Requirements Center. Provide the systems, policies, and procedures to regulate patients into other theaters from combat theaters. Maintain, train, and deploy as needed, medical regulating teams (Category A reservists).

(31) Serve as the principal focal point to develop, coordinate, and execute a DoD strategy for production of transportation intelligence to satisfy strategic mobility requirements; develop DoD standards for transportation intelligence products, and coordinate the transportation intelligence production efforts of other organizations under the Distributed Production Program. Produce transportation intelligence in support of USTRANSCOM's and components' mission planning and execution.

(32) Propose DoD intermodal system policies for SECDEF approval and prescribe procedures for implementation. Advocate DoD intermodal system programs that will optimize strategic mobility.

(33) Provide direction and oversight for the Joint Logistics Over the Shore Program.

(34) Act as lead-agent for transportation publications as assigned by the CJCS or SECDEF.

(35) Establish and operate the Joint Transportation CIM Center to improve the efficiency and effectiveness of the DTS through the application of functional process improvement, and the central direction of transportation-related information systems development and migration.

(36) Serve as the DoD advocate to incorporate effective transportation engineering techniques and characteristics into DoD transportation processes, equipment, and facilities.

(37) In coordination with other appropriate agencies, provide direction and oversight for all matters dealing with the transportation of hazardous material.

(38) Provide direction and oversight of commercial passenger airlift and other quality control programs affecting transportation operations.

(39) Perform continuing analysis of the DTS to improve the quality of service to the customer. Change procedures to enhance customer service, and when appropriate, make recommendations to the Joint Staff and SECDEF for policy changes.

(40) Designate, in consultation with the Services, CONUS sea and aerial ports of embarkation/debarkation for deploying/redeploying forces and sustainment during planning and execution. Make recommendations to the theater commanders for designation of OCONUS sea and aerial ports of debarkation and/or embarkation for redeploying and/or deploying forces and sustainment during planning and execution.

(41) Establish Command Arrangement Agreements with the unified commands and enter into Memoranda of Agreement (MOA)/Memoranda of Understanding (MOU) with other agencies to execute USCINCTRANS' missions.

(42) Provide operational reports as required by DoD Instruction 4100.31, Reports on Single Manager Operations.

(43) Communicate and coordinate directly with all DoD Components and with other departments and agencies of government in matters relating to the USCINCTRANS' missions.

(44) Serve as DoD focal point for all international cooperative airlift agreements.

(45) Furnish, through the CJCS, for SECDEF approval, changes to DoD transportation policy.

(46) Perform other missions as directed by the SECDEF.

5. Joint Mobility Control Group (JMCG):

a. The JMCG consists of the Mobility Control Center (MCC), the Joint Traffic Management Office (JTMO), Joint Operational Support Airlift Center (JOSAC), Global Patient Movement Requirement Center (GPMRC), Joint Intelligence Center Transportation (JICTRANS), and the Transportation Component Commands (TCCs) command and control centers.

b. The JMCG is a key end-state objective of the U.S. Transportation Command's (USTRANSCOM) Strategic Plan. The JMCG exemplifies the concept of centralized control and decentralized execution of DTS movement requirements and is the focal point to orchestrate and optimize DTS operations in support of the Unified Commanders and other customers. The JMCG will improve DTS efficiency and effectiveness through maintaining better visibility of assets and requirements, providing alternative recommendations on transportation options, eliminating redundant functions, improving operations modeling and feasibility estimation, and improving coordination between USTRANSCOM command

and control nodes. It provides for an operational environment where execution functions remain at the TCCs. The JMCG overarching responsibilities include:

(1) Enacting USTRANSCOM's responsibility as the single manager of the DTS.

(2) The command and control organization charged with bringing U.S. transportation resources to bear against any movement task.

(3) Providing visibility of all movement requirements.

(4) Providing command and control of global mobility forces and other assets.

6. Mobility Control Center (MCC). USTRANSCOM's MCC is the single location for managing all movement requirements. The MCC is comprised of requirements and customer service teams, and includes a meteorological and oceanographic cell (METOC), a medical cell, and an intelligence representative. With the implementation of the JMCG, the MCC serves as the single face to the customer on all requirements moving within the DTS.

a. Perform transportation feasibility analyses.

b. Perform deployment estimates.

c. Perform cost estimates.

d. Performs requirements confirmation.

e. Performs shortfall identification.

f. Perform mode selection.

g. Perform requirements consolidation recommendations.

7. Transportation Component Commands (TCCs) (AMC, MTMC, and MSC) will:

a. Take all required actions within law, executive order, and regulation to support USCINCTRANS in executing their missions.

b. Ensure the effective and efficient use of USTRANSCOM controlled and commercial transportation services for the DoD.

c. Prepare recommendations for USCINCTRANS on the design, specifications, and equipping of strategic mobility assets. In collaboration with appropriate government agencies, study, analyze, and recommend improvements in strategic mobility systems.

d. Develop, establish, and operate data systems, within the technical and functional parameters and standards established by USCINCTRANS, to integrate DoD transportation information worldwide and provide data for the DoD Components.

e. Manage TWCF activities, incur obligations and costs as necessary to perform the activity mission, prepare and submit TWCF required transportation financial reports to USCINCTRANS/Office of the Secretary of Defense (OSD), and identify to USCINCTRANS any impediments to achievement of performance cost goals.

f. Submit to USCINCTRANS for coordination and analysis, any proposed major organizational or manpower changes affecting TWCF functions that would result in activity closure or reduction-in-force of civilian personnel.

g. Identify the split between common-user transportation and Service-unique manpower assets in coordination with USTRANSCOM and the military departments. Identify common-user (TWCF funded) manpower and assigned personnel with discrete Program Element Code (PEC) or other agreed upon coding established and controlled through USTRANSCOM. Plan, program, budget, account for, and maintain manpower authorization documents for TWCF funded manpower. Coordinate all TWCF funded manpower adjustments with USCINCTRANS. Notify USTRANSCOM of any Service-levied manpower or personnel ceilings, constraints, or restrictions impacting TWCF assets.

h. Submit acquisition packages for procurement of USTRANSCOM-related transportation services and equipment to USTRANSCOM for review and coordination, as directed in USTRANSCOMR 110-5, Acquisition Oversight Group.

i. Develop and submit TWCF program and budget submissions and associated reports to USCINCTRANS in accordance with established procedures.

j. Notify USCINCTRANS, in accordance with established procedures, of the receipt of, or initiation of, any claim by or against a contractor in excess of $1 million.

k. Submit to USCINCTRANS, for forwarding to higher headquarters, all prepared statements and supporting material for congressional hearings and proposed legislative packages. Submit to USCINCTRANS copies of responses to congressional inquiries relating to common-user, DTS initiatives.

l. Submit to USCINCTRANS, for forwarding to higher headquarters, all prepared responses to audit reports relating to common-user, DTS issues. Report to USCINCTRANS all DTS-related internal control weaknesses identified under DoD Directive 5010.38, Internal Management Control Program.

m. Recommend to USCINCTRANS policies and programs on the effective acquisition of freight and passenger transportation services from all modes of transportation within CONUS and OCONUS.

n. Review and analyze such proposals, notices, decisions, regulations, laws, etc., of federal, state, and local agencies, courts, legislatures, and commercial entities that affect USCINCTRANS' mission.

o. Provide program and budget submissions to the military departments for strategic mobility requirements in accordance with established procedures. Keep USCINCTRANS informed of the status of these requirements while Service programs are under development and after completion of their Program Objective Memoranda.

p. Review, analyze, and submit recommendations to USCINCTRANS on Command Arrangement Agreements.

q. Perform strategic deployment analysis of transportation systems. Analyze constraints and capabilities of DTS modes and subsystems that support strategic mobility. Coordinate with other DoD Components, where appropriate, on installation outload capability and enhancement programs.

r. In coordination with USTRANSCOM, develop MOA and MOU and other similar documents necessary to formalize commitments of transportation services within the limits of the policies prescribed by this Regulation. Examine all such documents to bring them in compliance with the Regulation and, where appropriate, submit them to USCINCTRANS for approval prior to final signature.

s. Provide deliberate and execution planning support to USTRANSCOM to ensure effective and efficient use and control of transportation assets and services.

t. Provide USCINCTRANS with copies of internal regulations concerning the acquisition of transportation services. Coordinate with USCINCTRANS all changes, revisions, and new internal regulations which would either require subsequent action from USCINCTRANS or which would supplement specific USCINCTRANS guidance previously received.

u. Provide recommendations for and information pertaining to diversions of cargo, personal property, and passengers within the DTS. Diversions will be made only with concurrence of the affected shipper service, agency, or CINC.

v. When designated, develop and publish transportation publications as assigned by USCINCTRANS.

w. Serve as the USTRANSCOM point of contact for the establishment, amendment, or clarification of rules and regulations of the regulatory bodies governing safe and secure transportation of explosives and other hazardous material.

x. Inform USCINCTRANS of Service-assigned missions.

y. Perform other mission tasks as directed by USCINCTRANS.

8. Commander of Air Mobility Command (AMC) will:

a. Act as single manager, on behalf of USTRANSCOM, for airlift, intertheater, intratheater and CONUS aeromedical evacuation, aerial refueling support and support services to the DoD Components as required by USCINCTRANS.

b. Be responsible for all airlift procurement, negotiation, and serve as the single face to industry for airlift matters.

c. Recommend the size of passenger groups and the size of release unit cargo, in conjunction with USTRANSCOM and affected DoD Components.

d. Prepare short-range and long-range forecasts of strategic air transportation requirements and match them with capabilities of DoD, based on an evaluation of requirements.

e. Procure all commercial air mobility services. Administers and negotiates Air Service City Pairs Contract in conjunction with General Services Administration (GSA) and in coordination with DoD components.

f. Administer and execute the CRAF program. Recommend to USCINCTRANS the activation of CRAF to include required stage(s) and/or segment(s) required to meet airlift/aeromedical requirements. Prepare required documentation to activate the CRAF, as appropriate, Chapter 443 Aviation Insurance. Request Secretary of the Air Force Indemnification Program activation, and any waivers deemed appropriate. Monitor and manage AMC assigned missions of these forces upon activation.

g. Perform capability inspections (semi-annually) necessary to certify air carriers for the safe movement of DoD cargo and passengers. Interface, as required, with other Federal Agencies to determine civil air carrier eligibility and suitability to provide appropriate service.

h. Operate a worldwide passenger reservation system for international travel aboard AMC transport aircraft and commercial contract airlift.

i. Provide USCINCTRANS information, as requested, on the availability of AMC organic and controlled commercial strategic air mobility capability.

j. Through USTRANSCOM, serve as DoD focal point for international cooperative airlift agreements.

k. Provide host support for USTRANSCOM, including contracting and personnel support.

l. Operate, or arrange for operation of, common-user aerial ports/air terminals within CONUS or OCONUS based on agreements with the theater commanders, to include contracting for terminal services.

m. Act as the sole negotiator within CONUS with commercial firms on rates and other matters incidental to air transportation of freight.

n. Provide USCINCTRANS information on the availability of AMC-owned and AMC-controlled commercial air mobility capability.

o. Act as single point of contact with commercial airline industry for USTRANSCOM, effective 1 January 1994, for procurement of DoD domestic and international airlift services.

p. Perform contract air administration duties and implement a quality assurance evaluation program for contract commercial airlift services.

q. Determine and arrange the best means available for obtaining supplemental surface transportation; i.e., bus service incidental to commercial air movement.

9. Commander Military Traffic Management Command (MTMC) will:

a. Provide surface and surface intermodal traffic management services, common-user ocean terminal support, and transportation engineering support to the DoD Components as directed by USCINCTRANS. Provide rates (other than intermodal rates including ocean rates), routing, and performance quality control.

b. Negotiate rates and other matters incidental to surface transportation of freight within CONUS and, as directed by USTRANSCOM, intermodal rates.

c. Negotiate and administer the DoD Personal Property Shipment and Storage Program, as directed by USTRANSCOM. DoD Privately-Owned Vehicle Import Control Program and act as the sole negotiator, worldwide, with commercial firms on rates and other matters incidental to storage services for all personal property.

d. Operate, or arrange for operation of, common-user ocean terminals within CONUS, or OCONUS based on agreements with the theater commanders, to include contracting for terminal services.

e. Manage the Defense Freight Railway Interchange Fleet, required to supplement the capability of commercial transportation carriers.

f. Administer the United States Government car rental program.

g. Administer the surface commercial carrier quality assurance program.

h. Administer the DoD Worldwide Cargo Loss and Damage Reporting Analysis System.

i. Provide ocean cargo booking for the DoD Components and perform duties as the Administrative Contracting Officer (ACO) and Contracting Officer's Representative (COR) for sealift cargo for the DoD Components under authority delegated by Commander, MSC.

j. Arrange for movement of DoD-sponsored surface export cargo and act as the ocean cargo clearance authority in accordance with DoD 4500.32-R, Military Standard Transportation and Movement Procedures (MILSTAMP).

k. Serve as the USTRANSCOM agent for highways, pipelines, ports, and railroads for national defense, and administer other modal national defense programs as directed by the SECDEF.

l. Provide operational management of defense intermodal common-user containers and establish a worldwide DoD surface container management and control system.

m. Administer and execute the CORE Program. Recommend to USCINCTRANS the activation of CORE Program, as appropriate.

n. Provide USCINCTRANS information on the availability of MTMC-controlled commercial mobility capability.

o. Prepare forecasts of ocean and maritime common-user transportation services based on the requirements of the DoD Components.

p. Consolidate normal shipper service and unified command surface transportation requirements and provide these to MSC. During contingency or wartime, assist USCINCTRANS with the clarification and consolidation of surface requirements from supported unified commanders.

q. Establish a Joint Traffic Management Office (JTMO) with the mission to serve as the single USTRANSCOM focal point for the execution of surface intermodal movements within the Defense Transportation System (DTS) and with the following responsibilities:

(1) Procurement and booking of surface intermodal movement requirements.

(2) Maintenance of intermodal shipping schedules and integrated booking system.

(3) Providing DFAS with supporting documentation to generate customer bills.

(4) Management of related support systems.

r. Upon request of AMC provide data residing in STATCO for use in the GSA City Pairs Contract.

10. Commander of Military Sealift Command (MSC) will:

NOTE: Upon full implementation of JTMO Concept of Operations and the changes to TCC responsibilities, some of the below responsibilities will fall under JTMO.

a. Provide ocean transportation and intermodal transportation including ocean movement and support services to the DoD Components as directed by USCINCTRANS.

b. Provide USCINCTRANS and MTMC information on the availability and status of ships in the government-owned and MSC-controlled fleet, including chartered commercial ships.

c. Negotiate ocean rates and, as directed by USTRANSCOM, intermodal rates; procure ships and related services as required to meet DoD ocean and delegated intermodal transportation requirements. Delegate full ACO and COR duties to the Commander, MTMC.

d. Administer and execute the Sealift Readiness Program (SRP), exercise oversight of the RRF in concert with MARAD, exercise oversight over ships requisitioned, and exercise operational control over those mobilization forces on behalf of USCINCTRANS.

e. Recommend to USCINCTRANS activation of the RRF; the SRP; requisitioning of U.S.-owned ships; or the acquisition or activation of foreign ships or other established mobilization programs, as appropriate, in accordance with 50 U.S.C. 196, and DoD Directive 4140.1, Materiel Management Policy (P&L).

(1) When activation is under consideration, MSC, based upon information provided by the JCS/CINCs through USCINCTRANS, will inform MARAD of actual or projected requirements for RRF ships or requisitioning. When directed by USCINCTRANS, MSC will request that MARAD activate required RRF ships. OPCON of ships will be transferred from MARAD to MSC at activation.

(2) RRF activation, in accordance with applicable law, is authorized under the following criteria:

(a) To meet a need for sealift capacity which can only be satisfied by a ship in the RRF, subject to conditions contained in the DoD and DoT memorandum of agreement.

(b) To support deployment, sustainment, redeployment, and other transportation requirements of U.S. armed forces in military contingencies.

(c) In support of CJCS exercises.

(d) For civil contingency operations upon orders from the NCA.

(e) Testing for readiness and suitability for mission performance.

(f) Activation in connection with a transfer.

(3) Ships activated in accordance with the above shall not be in competition with, or substitute for, or displace privately-owned U.S. flag vessels.

(4) MSC, in conjunction with USTRANSCOM, will determine the RRF ship(s) to be used to support the customer's lift requirements based upon availability, suitability, cost, and other factors. Ship activation dates will be a part of the selection process used to ensure different ships are activated. MSC will coordinate with MARAD for the activation of requested ship(s).

(5) The requirement to activate RRF shipping to test for readiness and operational performance will be considered in the determination of ship activation for use in a contingency deployment or an exercise. Periodic activation is required to ensure ships are able to meet their breakout schedules and to enhance the readiness of the RRF. MSC will coordinate with MARAD to preclude the activation of the same vessel repeatedly and to ensure the RRF Activation Plan is followed.

(6) When activating ships, USTRANSCOM and MSC will determine the type of ship best suited to complete a mission by utilizing factors discussed in paragraphs 7.e.(2)(b), (c), (d), and (e) of this chapter, and known funding constraints. When activating RRF ships, MSC will use the RRF Activation Plan and lift requirements to decide which ship(s) will be nominated to support an operation, mission, or exercise.

(7) Upon Presidential approval of authority to requisition ships, and when directed by USCINCTRANS, MSC will request that MARAD requisition specific ships, which will be transferred from MARAD to MSC after they are requisitioned.

(8) MSC will notify ship owners which of their vessels are being considered for call up under the SRP. When directed by USCINCTRANS, MSC will notify ship owners which of their vessels are being considered for requisitioning and arrange for acquisition of particular ships with ship operators while keeping MARAD informed.

f. Act as the USTRANSCOM scheduling authority for ocean transportation (sealift) ships to support DoD requirements.

g. Act as DoD agent, on behalf of USTRANSCOM, for procurement of intermodal surface containers for common-user service supporting those DoD Component requirements and capability assessments coordinated through MTMC.

h. Study, analyze, and recommend requirements for ocean transportation systems.

i. Approve stowage plans and their implementation to ensure seaworthiness of the ship, safety of the cargo, and efficient use of ship space.

j. Billet and exercise control of all passengers aboard MSC ships. Administrative control may be exercised by the Services concerned. Assignment of supercargo personnel will be managed by MSC in coordination with MTMC.

k. Coordinate MSC operations with appropriate port authorities.

l. Promote the requirements, development, protection, and fielding of C4S to support in-transit visibility for ocean transportation and intermodal transportation.

11. Area, Activity, or Installation Commander (or their delegated representative(s) will appoint a military member or civilian employee as TO/Installation Transportation Office (ITO) to execute DoD traffic management policy and procedures to obtain transportation services. The appointed TO will be a fully trained and equipped member of the activity or installation commander's technical staff. Appointment will be accomplished by special order of the area, activity, or installation commander in accordance with regulations of the military departments concerned.

12. Transportation Officer (TO) will:

a. Provide efficient, responsive, and quality transportation services within the assigned geographic area of responsibility and ensure compliance with governing laws, directives, and regulations.

b. Provide technical direction, management, and evaluation of the traffic management aspects of the DoD transportation movement program on a worldwide basis, subject to the overall guidance, policies, and programs established by USTRANSCOM and DoD Components.

(1) Prepare and edit travel and shipment documentation to ensure quality data and timely submission to support total movement business processes.

(2) Support contingency, mobility, natural disaster, and humanitarian relief requirements.

c. Act as a contracting officer's representative (COR), alternate COR, or ordering officer when commercial travel offices and other related traffic management functions are served under appropriate contracts.

d. Appoint one or more military members, civilian employees, or contractor personnel as transportation agent (TA) to assist the TO in his/her responsibilities. Contractor personnel may not be appointed as TA to perform any function involving the obligation or expenditure of government funds. This may be accomplished by letter to be retained in the transportation office. Service-unique procedures may require the TOs to request transportation agents be appointed by their commander.

13. Mobility Officer is the person(s) designated or appointed for planning, coordinating, and/or executing mobility operations for assigned or supported units. Responsibilities are further covered in DoD Component regulations.

14. Departure/Arrival Airfield Control Group, Port Support Activity, Beach and Terminal Operations, Tanker Airlift Control Element will act as a focal point between the unit requiring movement and the arrival and departure point activity at the Point of Embarkation (POE) and Point of Debarkation (POD).

USCG	United States Coast Guard
USMC	United States Marine Corps
USN	United States Navy
USTRANSCOM	U.S. Transportation Command
USTRANSCOMR	U.S. Transportation Command Regulation
USCINCTRANS	Commander in Chief, U.S. Transportation Command
VISA	Voluntary Intermodal Sealift Agreement
WCF	Working Capital Fund

CHAPTER 102

GENERAL TRAVEL PROVISIONS

A. TRAVEL AUTHORITY

The TO will procure transportation, accessorial services and authorized accommodations upon receipt of appropriate orders as defined in Joint Federal Travel Regulation (JFTR) paras. U2100 and U2115, and Joint Travel Regulation (JTR) para. C3050. Applicants for enlistment, rejected applicants for enlistment, and rejected registrants are provided travel by the local recruiting unit and not by the local TO.

B. DUAL COMMITMENT TRANSPORTATION

Commercial transportation will be used for DoD passengers in CONUS except when military transportation is essential to meet training or mission requirements, or when opportune capability is generated as a result of training or logistics support requirements. Commercial transportation will not be requested or scheduled unless all actions to obtain military transportation have been terminated.

C. ROUTING

1. General.

a. When travel orders do not direct a specific mode of transportation, or the mode directed is not available, the TO arranging transportation will route passengers using "best value" that meets mission requirements within established DoD policy. Per diem, costs, travel time (most direct route), nearest airports serving duty stations, and rental car costs in conjunction with alternate airports should be considered in the factoring of "best value."

b. Transportation of dependents will be in accordance with JFTR para. U5200, and JTR, Chapter 7, or other DoD and Service regulations governing travel.

2. Initial Training Station. The routing of recruits, enlistees, and inductees from Military Entrance Processing Stations (MEPS) to initial training stations will be in accordance with Passenger Standing Route Orders (PSROs). MEPS will coordinate with MTMC to establish and maintain PSROs.

D. RESERVATIONS

TOs will use prudent traffic management practices to determine modes of travel and which activity (CTO, AMC, MTMC, or USTRANSCOM/MCC) to use in obtaining reservations and routing. When transportation reservations have been confirmed and changes are required, the TO will expeditiously notify the appropriate agency of changes and make new reservations accordingly. TOs will instruct travelers, or persons in charge of group movements, that it is their responsibility to contact the TO and cancel or change reservations immediately if circumstances prevent use of the accommodation reserved.

E. PASSENGER STANDING ROUTE ORDER

1. A Passenger Standing Route Order (PSRO) is designed to support repetitive DoD travel requirements and shall be arranged through MTMC. After receiving a PSRO, the TO will request the appropriate CTO to make passenger reservations. MTMC will notify AMC of requirements for PSRO negotiations.

2. A PSRO designates the following:

   a. Origin point.

   b. Destination point.

   c. Mode of transportation.

   d. Carrier(s) to be used.

   e. Schedules to be used.

   f. Fare information.

   g. Other Instructions.

3. Identification. Each PSRO will be identified by a discrete 17-position alphanumeric code assigned by MTMC/MTOP-TC, e.g., PSROIL01105A50820. An example of a sample code is in figure 102-1.

4. Changes To or Cancellation of a PSRO. When changes occur in military requirements or in local conditions which may warrant the revision of the PSRO, such information will be promptly furnished to MTMC/MTOP-TC for consideration and appropriate action. Except as provided in paragraph 6. below, a PSRO will not be changed or canceled by TOs or MEPS personnel without approval of MTMC/MTOP-TC.

5. Government Travel Request (GTR) Entry. See Appendix O for the specific GTR entry required for a movement under a PSRO.

6. Exceptions.

a. If unusual conditions preclude use of routing instructions covered by a PSRO, routing will be arranged locally as provided in paragraph C. of this chapter. If arrangements are made for other than a one-time situation, such information will be furnished to MTMC/MTOP-TC.

b. Routing for group movement of recruits, enlistees, and inductees by special train or charter air service will be requested from MTMC/MTOP-TC, in accordance with the provisions of paragraph C. of this chapter.

Example:

1-4	5-6	7-8	9	10-11	12-13	14-15	16-17
PSRO	IL	01	1	0 5	A 5	0 1	2 0

Position: 1-4
Code: PSRO
Explanation: Movement designator (PSRO)

Position: 5-6
Code: IL
Explanation: State code (Illinois 2-digit state code, alpha)

Position: 7-8
Code: 01
Explanation: City code (Origin MEPS or Installation)

Position: 9
Code: 1 (for Army)
Explanation: Service code

Position: 10-11
Code: 04 (Ft. Benning)
Explanation: Training site code (Destination)

Position: 12
Code: A
Explanation: Mode code (Commercial Air)

Position: 13
Code: 5 (for 1995)
Explanation: Current year (last numeric digit of year)

Position: 14-15
Code: 01 (for January)
Explanation: Current month
(2-digit, numeric)

Position: 16-17
Code: 20
Explanation: Current day (2-digit, numeric)

Figure 102-1. Explanation of a PSRO Number.

F. GROUP MOVEMENTS

1. Group Movements. TOs have the authority to route any size group except for those requiring the purchase of a full planeload charter. Use the policy of the DoD Component concerned. In exercising this authority, maximum use will be made of the CTO. DoD Components have the option of obtaining group travel service or related assistance from USTRANSCOM/MCC for moves beyond the ability of the ITO/TMO to execute. Definition of "Group Movement" (to justify the use of unpublished fares obtained by your CTO) is 21 or more.

2. Procedures for Arranging Group Moves.

a. Submission of Requests. Requests shall be received at the TO at least 72 hours prior to the proposed departure.

b. Need for Unclassified Travel Information. When any type of commercial transportation is requested, the origin, destination, and movement date must be unclassified so that negotiations can be conducted with commercial carriers.

c. Information to Include in Request. Requests will contain the following information:

(1) Identification of group (such as unit designation, students, Reserve Officer Training Corps.

(2) Type of travel (permanent change of station, temporary duty, or temporary additional duty travel).

(3) Number of persons; show officers, enlisted, or other separately; for movement of patients, show number of litter patients or ambulatory patients and attendants separately; for prisoner movements, show prisoners and guards separately; indicate separately when female personnel are included.

(4) Origin and destination of travel.

(5) One-way or round-trip travel.

(6) Date and time of availability for movement; include return movement information if round-trip; when specific time and date of departure are requested, regardless of the comparative cost, furnish reason.

(7) Deadline for arrival at destination, if any.

(8) Estimated weight of personal baggage per person.

(9) Estimated weight and cube dimensions of largest articles, and brief description of military impedimenta to accompany troops in passenger service; (ammunition should be indicated separately and whether small arms or high explosive).

NOTE: When arranging for group passenger charter movements refer to DTR Part 3 (Mobility) pages D 31-32, figure D-15, for planning weight instructions.

(10) Particular mode of transportation, when it has been directed in orders; when mode of transportation is not directed in orders and a particular mode is desired, the reason will be furnished.

(11) Method of subsistence during travel: meal tickets, cash, or dining car.

(12) Class, type, and capacity of motor carrier equipment required, if commercial highway transportation is desired.

(13) Number and type of transportation units required for baggage and impedimenta to accompany troops in passenger service, or required to be used when a training and loading exercise is contemplated; when equipment is to be used for training and loading exercises, the request for routing should so specify. DoD Components are responsible to ensure baggage is made available to loading crews regardless to mode of transportation used.

(14) Positioning requirement for loading of carrier equipment (street, building, railhead, etc.).

(15) Special passenger equipment or special accommodations for patients and attendants or prisoners and guards; serial number of government-owned equipment, if known, will be included.

(16) Statement indicating the requester is not attempting to arrange government air and fully intends to use the commercial air being requested.

(17) Name/rank or grade, address, and duty, fax, and home telephone numbers for the point(s) of contact.

(18) Passenger name list information will include the following information:

Traveler ID (SSAN)	Mandatory
Rank	Mandatory
Service Code (A, AF, N, MC, CG, CIV)	Mandatory
Last Name	Mandatory
First Name	Mandatory
Middle Initial	Mandatory
Gender (M or F)	Mandatory
Pax Weight (actual needed for manifest)	Optional (except for air charter)
Unit Identifier Code (UIC)	Optional
Unit Name Identification (In Clear Name)	Optional
Blood Type (A+, B-, B+, O-, O+, etc.)	Optional
MOS/AFSC	Optional
Special Duty Indicator	Optional
Travel Points of Origin & Destination	Optional

Fund Cite (for Charter Air) Optional

(19) User fund cite, Transportation Account Code (TAC), will be provided at the time of request. When an airlift charter is purchased to satisfy transportation needs, a TWCF funded contract will be awarded and DFAS will bill users for reimbursement using the user fund cite TAC. GTRs will not be issued for airlift charter movements.

d. After the transportation arrangements have been made, the TO must provide the requester all pertinent transportation information, i.e., commercial carrier, flight numbers (if applicable), schedules, dates, costs, movement symbol and number, and meal service. The TO then prepares the required transportation documents, e.g., GTRs and tickets, and completes appropriate items of DD Form 1341, Report of Commercial Carrier Passenger Service (Appendix A).

e. Reporting Changes.

(1) Reporting changes is critical. Commercial carriers may impose penalties for failure to report changes or cancellations on scheduled or chartered service. Once a group move has been finalized, the traveling unit is responsible for reporting to the TO any changes that may affect the move, e.g., an increase or decrease in passenger count, changes in baggage or impedimenta requirements, changes in dates or time, or cancellation of all or part of arranged transportation.

(2) The group leader must ensure the TO is advised of changes to passenger group movements arranged through USTRANSCOM/MCC as soon as possible.

f. Designating a Group Leader. A responsible member of the group, usually the senior ranking individual, is designated as the group leader. The group leader serves as the intermediary between all members of the group and the carrier representatives and is responsible for reporting to the TO any changes or problems encountered by the group during travel.

g. Briefing the Group Leader. Prior to travel, the TO or staff shall brief and provide written instruction to the group leader and, if possible, the entire group. The briefing must include, but not be limited to, the following:

(1) The group leader is not authorized to make changes or to cancel any travel arrangements unless specifically authorized by the origin TO.

(2) A review of the travel documents provided and their proper use, e.g., GTR(s), commercial airline tickets, meal tickets (as applicable), and the DD Form 1341.

(3) Accuracy of passenger manifests.

(4) Schedule date and time of departure, route, symbol and numbers (when applicable), and scheduled date and time of arrival at destination.

(5) The disposition of all unused transportation requests, totally and partially unused tickets, and other transportation documents.

(6) Number and types of meals to be provided. (When meal tickets are used, address the need for certifying the meal ticket for the exact number of meals served by the vendor).

(7) Baggage handling.

(8) Completing and distributing DD Form 1341.

(9) Availability of life insurance, and procedures to be followed when personnel are hospitalized, deceased, or missing en route.

(10) Action to be taken in the event of an unusual delay en route.

(11) Requirement to observe the condition of carrier equipment prior to departure, en route, and at destination. All damage should be noted and called to the attention of the carrier representative. If damage was inflicted by member(s) of the group, the "Remarks" portion of DD Form 1341 must be completed following the instructions shown there.

(12) Prohibition against completion or alteration of carrier tickets by personnel other than bona fide employees of common carriers.

(13) Responsibility to ensure all weapons are unloaded prior to movement by any mode. (See Appendix L)

(14) On all charter movements, the original GTR must be presented to the bus operator upon boarding.

G. MILITARY PRISONER WITH GUARD

When commercial transportation is used for moving prisoners under guard, the movement will be accomplished in a manner which permits the least possible contact with the general public. Consideration will be given to all modes in selecting the type of transportation which best meets military requirements.

H. ABSENTEES, STRAGGLERS, OR OTHER MEMBERS WITHOUT FUNDS

Absentees, stragglers, members on authorized leave without funds, or members who become separated from the remainder of the group while in a travel status may be furnished travel on a cost charge basis. See DoD Component publications for determining appropriate published tariff rate application. Travel will be in accordance with JFTR para. U7400. (For dependents see JFTR paragraph U5237.) There are no provisions for transportation of civilian employees under these conditions.

I. APPLICANTS, REGISTRANTS, AND OTHERS

Applicants and rejected applicants for enlistment, registrants and rejected registrants, members discharged because of fraudulent enlistments, applicants for flight training, members

discharged under other than honorable conditions, and discharged and/or paroled prisoners are entitled to transportation in accordance with JFTR, Chapter 7.

J. DEPENDENT TRAVEL

This paragraph prescribes air, rail, and bus accommodations to be provided to dependents of military members and DoD civilian employees for travel by commercial and AMC transportation.

1. Authority.

a. Family of Military Member. Transportation of dependents is authorized by the JFTR and appropriate DoD regulation.

b. Family of Civilian Employee. Transportation of dependents is authorized by the JTR and appropriate DoD regulation.

2. Transportation of Military Dependents.

a. Application by Military Member. Transportation furnished to military dependents will be supported by dependent travel orders; or member's orders which include the name, relationship, and dates of birth of dependents; or DD Form 884 (Application for Transportation for Dependents) supported by proper travel authority, i.e., member's travel order. When concurrent travel is authorized, dependents may travel with the member. When different accounting symbols, projects, or other subdivisions are included on one GTR, the number of persons chargeable to each subdivision will be clearly shown.

b. Distribution of DD Form 884. For Army, Marine Corps, and Navy sponsored dependent travel, the DD Form 884 will be prepared in duplicate. The original, signed by the applicant, will be retained with a copy of the member's travel order, GTR file copy (if applicable), and other documentation for each member's case file. The duplicate copy will be given to the applicant. An additional signed copy will be forwarded to the member's receiving finance and accounting office when issued under local payment of airlines (LOPA) procedures.

c. Application by Other Than Member. When it is otherwise impossible or impractical for a member to execute the application, a responsible adult dependent possessing a valid power of attorney may certify and sign all documents relating to the application. In such cases, the dependent signing the documents will attach a sworn affidavit attesting to the dependency, by name, of all persons listed on the application. Transportation may be provided for dependent travel using the casualty report.

d. Overseas Movement of Navy Dependents. TOs must be knowledgeable of, and ensure that, various requirements for moving Navy dependents overseas, e.g., medical screening, accomplishment of dependent entry approval, passport/Visas, and required obligated service (retainability) are met.

e. Self-Procurement. DoD Components may provide their own guidance and restrictions for self-procurement of transportation.

K. CIRCUITOUS TRAVEL

Circuitous travel is defined as travel by a route other than the one that would normally be prescribed by a transportation officer between the places listed in travel orders. Military members and their accompanying dependents may be authorized circuitous travel in connection with PCS travel to, from, and between overseas areas. The designated official approves/disapproves requests for circuitous travel (for Navy, approval authority is commanding officer). The traveler assumes responsibility for all costs exceeding those of the normally prescribed route (See JFTR, par U5116E). Approval authority for circuitous travel should review applications on an individual basis. Requests should be approved when it is in the best interest of the member's morale and welfare and applicant has indicated that he or she has sufficient funds to defray the cost of travel where government-expense transportation is not authorized. Applicant must understand and accept responsibility for complying with the travel requirements outlined in the DoD Foreign Clearance Guide for countries visited.

L. ACCOMMODATIONS

CTOs will arrange appropriate travel accommodations. Requests will be made as soon as requirements are known. Accommodations provided military service members and DoD civilian employees on official travel varies between modes. Travelers may accept lesser accommodations when they meet DoD Components and/or traveler requirements. The government may furnish lesser accommodations with less than stated minimum standards for military members and DoD civilian employees when it has been determined by the DoD Components concerned that specific needs require use of such accommodations.

M. PASSENGER RESERVATION DATA REPORTING

1. MTMC manages, operates, and maintains the DoD Statistical Collection of Passenger Travel (STATCO) management information system. MTMC will provide management information to DoD Components and USTRANSCOM to support their management and evaluation of passenger operations. Requests for information should be directed to Commander, HQ MTMC, Attn: MTOP-TS, 5611 Columbia Pike, Falls Church VA 22041-5050.

2. DoD Components will provide commercial travel reservation data to HQ MTMC, Attn: MTOP-TSS, 5611 Columbia Pike, Falls Church VA 22041-5050, on individually ticketed travel including TO-routed groups, to support STATCO system data requirements. Include group travel arranged by USTRANSCOM/MCC in STATCO reporting. Specific data reporting procedures and data elements are prescribed at Appendix J STATCO reporting.

N. COMMERCIAL TRAVEL OFFICE (CTO)

1. Establishment or continued use of a full-service, in-house travel office (official or leisure) is authorized only when it has been determined by the DoD Component in the CONUS, or the theater commander overseas, that CTO services cannot satisfy a DoD installation's travel requirements.

2. Selection of a contractor to perform the CTO services shall be accomplished on a competitive basis in accordance with 10 U.S.C. 137, as amended, and Federal Acquisition Regulation.

3. CTOs shall provide a full range of travel services which include, but are not limited to, air, bus, rental car, rail, and water reservations, group movements, and ticketing delivery; lodging reservations (if available); detailed management information; and availability of a 24-hour toll-free information and assistance telephone number.

4. CTOs and in-house travel service offices will comply with procedures and requirements in Chapter 103, paragraph A., of this Regulation.

5. Transportation bill payment procedures will be as prescribed by the DoD Component and will be included as part of their travel services contracts.

6. CORs will ensure CTO contracts will require coding of non-compliance with DoD travel policy defined in Chapter 103, paragraph A. Coding will be in accordance with Appendix J.

7. When available, use of CTOs by travelers is mandatory.

O. HUMAN REMAINS

The TO will work closely with mortuary affairs/decedent affairs office for arranging transportation of human remains. See Appendix O for GTR preparation.

P. ESCORTS WITH DECEASED MEMBERS (HUMAN REMAINS)

Normal mode for movement of human remains for deceased members is air. (See Chapter 103 for further information.)

1. Deceased Military Personnel. Escorts (military or civilian) for the remains of deceased military personnel will be furnished travel as provided in the JFTR, para U7601.

2. Deceased Civilian Personnel. Travel expenses of an escort for the decedent's remains are not allowable. See the JTR, para C6063.

Q. GIFTS, GRATUITIES, AND MILEAGE CREDITS IN PERFORMANCE OF OFFICIAL DUTIES

1. Promotional items of nominal intrinsic value and benefits received, which the government cannot use, may be kept by the traveler/member. Reference JFTR, Volume I, Chapter 2 Part A and JTR, Chapter 1, Part D.

a. Items of nominal value ($20.00 or less) may be kept for personal use.

b. Benefits incident to official travel that cannot be used by the Federal Government, such as on-the-spot upgrades, may be kept for personal use if they fall under one of the gift exceptions of 5 CFR 2635.203 and 204, Standards of Ethical Conduct for Employees of the Executive Branch in Chapter 2 of DoD 5500.7-R, Joint Ethics Regulation (JER). These exceptions include benefits that are broadly available to the public, to all Government employees, to all military personnel regardless or rank, and those that are available to a group in which membership is unrelated to government employment. (Also, see JER, Chapter 4, Section 2.)

2. Frequent flyer credits earned on official travel are the property of the Federal Government and may not be used for personal travel. First priority should be given to using them for free airline tickets, hotel rooms, and rental cars. They may also be used for airline, hotel, and rental car upgrades, but they may not be used for upgrades to first-class transportation accommodations. They may be used for upgrades to premium-class-less-than-first-class (e.g., business class). If there is no premium class other than first class, the credits may not be used for transportation upgrades at all. Reference JFTR, paras U3125 and U2010, and JTR par C2205.

3. Travel bonuses carrying expiration dates and nontransferable coupons will be turned into the travelers' supporting accounting and finance office (63 C.G. 229 (1984)). Reference JFTR, Chapter 2, Part A, and JTR, Chapter 1, Part D.

4. Denied Boarding/Voluntary Seat Release Compensation. TOs will inform each air traveler that most carrier tariffs require payment of liquidated damages in certain situations, if the carrier fails to provide a seat for a passenger with a confirmed reservation. Since travel on official business is for the account of the United States, travelers will be instructed to ensure that checks tendered by carriers as denied boarding compensation are made payable to the Treasurer of the United States and forwarded to the fiscal station specified in the travel orders for credit to the applicable accounting classification. When travel is paid on centrally billed accounts, compensation will be credited to the applicable account number reflected on the ticket. These provisions apply whether air transportation is procured by GTR, cash, or credit card. However, these requirements do not apply when the traveler relinquishes a confirmed seat, provided the resultant delay does not impinge upon the performance of official duty and the government does not incur any additional cost. Under the latter circumstances, the traveler may keep any compensation paid by the carrier.

R. LOST COMMERCIAL AIRLINES TICKETS

1. Procedures in this paragraph are applicable to all DoD Components. Additional procedures for Air Force, Navy, and Marine Corps procedures, see AFI 24-101, NAVMILPERSCOMINST 4650.2 and MCO P4600.7, respectively.

2. GTR or Commercial Ticket. When a GTR or ticket is lost, stolen, or destroyed, duplicate transportation will not be furnished by a TO, except under conditions described in paragraph R.5. below.

3. In Custody of ITO. When a GTR or ticket is lost, stolen, or destroyed, while in the custody of a TO, a report will be immediately sent by message to the appropriate Defense

Finance and Accounting Service Office (See Appendix O, figure O-6). Report should include a complete description of the documents including

a. Payee

b. Serial number

c. Complete statement of facts concerning loss or theft. If the lost, stolen, or destroyed document(s) is partially or fully completed with the point of origin, carrier, or type service, the TO also should immediately notify the designated carrier and other local carriers of the loss or theft.

4. In Custody of Traveler. Travelers who lose GTRs or tickets should immediately notify the designated carrier and the issuing TO. TOs should assist the traveler by preparing a report which includes the following information, as appropriate:

a. Serial number(s) of lost or stolen GTRs or tickets.

b. Serial number(s) of GTRs issued and exchanged for the lost or stolen tickets.

c. Name of activity where issued.

d. Date, place, and circumstances relating to loss.

e. Points between which ticket was used.

f. Approximate baggage weight and points to which baggage was checked, if any.

g. Action taken to recover tickets.

h. Action taken to notify carrier or agent. (Note: When lost ticket refund forms are issued by the carrier, the traveler will ensure that the following address is shown on the form: Treasurer of the United States, c/o of Unit Finance Officer)

i. Serial number(s) of replacement GTR and/or tickets.

j. Name of activity where replacement tickets were issued (when applicable).

k. Copies of receipts. Lost ticket refund application.

l. For tickets issued under LOPA procedures, copy of airline service request.

m. TO, upon receipt of the above, will immediately notify the designated carrier on an SF 1170, Redemption of Unused Tickets, requesting reimbursement for the amount paid for the transportation.

n. If applicable, the ITO will initiate refund tracer action on SF 1170 with the carrier until case is closed.

5. Obtaining Duplicate Transportation. The traveler will be informed to use personal funds to purchase transportation services necessary to complete authorized travel. Receipts will be obtained from the carrier to support claim for reimbursement. Military personnel and dependents, without sufficient funds to purchase duplicate transportation, may be furnished the necessary transportation on a cost charge basis. See Appendix O of this Regulation for procedures for issuing a cost-charge GTR. Reporting requirements in paragraph R.4. above apply when a cost-charge GTR is issued.

6. Recovery of Lost Documents. If documents reported as lost or stolen and are later found, the traveler will immediately notify the issuing TO. The notification should include serial numbers of the documents. Documents reported as lost, but subsequently found, must not be used but given to the TO for a determination of their validity.

7. Tracing. TO will initiate refund action.

8. Reimbursement for Cost of Transportation at Traveler's Expense. When duplicate transportation has been purchased by the traveler from personal funds, or has been furnished to a military member on a cost-charge basis, the following procedures must be used.

a. Traveler. The traveler should submit a request for reimbursement, through the local transportation officer, to the appropriate finance office. Copies of tickets purchased by the traveler and all receipts received from the carrier should be included with the request. The TO will provide copy of the SF 1170 to finance office and to the member. The member will submit a copy of the SF 1170 with the travel voucher, DD Form 1351-2, for immediate reimbursement. After TO verifies that the original GTR(s) ticket(s) was not used, the TO will notify local finance office and close out the file. If it is determined that the document reported as lost or stolen was used, the traveler may be required to refund the government for the cost of the fraudulently used transportation.

b. TO. TO will ensure that the traveler is aware of paragraph R. TO will also forward any refund checks received from the carrier with the traveler's request for reimbursement so that appropriate adjustments can be made by the finance office.

c. Refund Received by TO or Traveler. Refund checks received by TO or traveler from a carrier will be forwarded to the local finance office or to the appropriate Defense Finance and Accounting Service Office for adjustment and reimbursement to the traveler. If it is later determined that lost or stolen documents were used, the traveler may be required to refund the cost of the tickets to the government.

S. U.S. GOVERNMENT TRANSPORTATION REQUEST (GTR)

See Appendix O for information concerning GTRs.

T. MEAL TICKETS

See Appendix P for meal ticket preparation guidance.

U. CARRIER AGREEMENTS

Agreements between MTMC and commercial bus, and rail carriers, and rental car vendors will be provided to each TO, USTRANSCOM J4-LTP and MCC, by MTMC/MTOP-Q. HQ AMC will accomplish the Air Carrier contracts and agreements and provide a copy to each TO, USTRANSCOM/TCJ4-LTP and MCC. Upon receipt, agreements should be filed in Appendix Q, QA and/or QB of this Regulation.

V. EMERGENCY TRAVEL

1. General. The following guidance is provided for processing travel in connection with bona fide emergencies for military members, and their dependents.

2. Funded Emergency Travel and Related Space Available Travel. The member's commander is responsible for granting emergency travel. Once it has been determined that emergency travel is appropriate, the member and/or dependent(s) are entitled to funded round-trip transportation in accordance with JFTR para U7205. Travel will not be denied because of insufficient unit funds. Neither a member nor a dependent who is entitled to space required government funded travel will be advised that he or she must travel in a space available status.

3. Travel Authorization and Entitlement. Travel entitlements in connection with emergency situations are complex because they are dependent upon the circumstances involved and the member's duty station and domicile. Figure 102-2 below is provided to assist in making a determination on emergency travel authorizations and entitlements. (If a conflict exists between the DTR, figure 102-2, and the JFTR, the JFTR takes precedence.)

4. Emergency Travel of DoD Civilians. See JTR, Chapter 6, Part I, par C6454, to determine entitlements.

Rule	A Situation	B Entitlements	C Remarks
1	Member is stationed in CONUS and his or her domicile is outside CONUS. (See note 1.) Emergency is outside CONUS.	Member and (or) dependents authorized space required government transportation via AMC from CONUS to overseas location and return.	
2	Same as Rule 1 above.	If government transportation is not reasonably available, commercial air is authorized.	Travel originates from the international airport nearest the member's duty station or nearest location of the member or dependents when notified of emergency. Travel is authorized to an international airport servicing the location authorized by the emergency travel order. (See note 3.) (JFTR, Volume 1.)
3	Member is stationed in CONUS and his or her domicile is in CONUS (See note 1.) Emergency is outside CONUS.	Member is authorized space-available travel via AMC from CONUS to overseas location and return. Dependents authorized space available (or space required cash reimbursable) travel from CONUS to overseas location and return.	
4	Same as Rule 3 above.		Government funded commercial transportation is not authorized.
5	Members stationed in CONUS not TDY or away from permanent duty station/home port and emergency is in CONUS.	Member authorized space available government travel.	Dependents are not authorized to travel space available within CONUS. Government-funded commercial transportation is not authorized. (DoD 4515.13-R)
6	Member is stationed overseas and emergency is in CONUS.	Member and (or) command sponsored dependents authorized space required government transportation via AMC from overseas location to CONUS and return.	
7	Same as Rule 6 above.	If government transportation is not reasonably available, commercial air is authorized.	Travel originates from the overseas duty location or location at which notification was received. Travel is authorized to the international airport in CONUS closest to the international airport of overseas departure. Return is between the same points (JFTR, Volume ***1***). (See note 3)

Figure 102-2. Emergency Travel Entitlements and Space Available Eligibility Table.

Rule	A Situation	B Entitlements	C Remarks
8	Member is stationed overseas and emergency is outside CONUS. (See notes 2-3-4)	Member and (or) command sponsored dependents authorized space required government transportation via AMC from overseas location to the APOD servicing the overseas location where the emergency exists. (See note 4)	
9	Same as Rule 8 above.	If government transportation is not reasonably available, commercial air is authorized.	Travel originates from the member's duty station or nearest location of the member or dependents when notified of emergency. Travel is authorized to an airport servicing the location authorized by the emergency travel order (JFTR, Volume ***1***). (See note 3.)
10	Dependents residing outside CONUS separate from member and on behalf of the member are entitled to a station allowance. Emergency is in CONUS.	Authorized space required transportation via AMC from overseas location to CONUS and return. If government transportation is not reasonably available, commercial air is authorized.	Travel originates from the overseas duty location or location at which notification was received. Travel is authorized to the international airport in CONUS closest to the international airport overseas departure. Return is between the same points (JFTR, Volume ***1***). (See Note 3)
11	Above emergency occurs outside CONUS. (See note 2.)	Authorized space required transportation via AMC from overseas location to CONUS and return. If government transportation is not reasonably available, commercial air is authorized.	Travel originates from location of the dependent(s) when notified of emergency. Travel is authorized to an airport servicing the emergency location specified in the emergency travel order.
12	Military member performing TDY (inside or outside CONUS) away from his or her permanent duty station (inside or outside CONUS) or members assigned to ships away from the home port.	Authorized to travel at government expense from the TDY location to the permanent duty station, home port, or other location, not to exceed the cost of transportation to the permanent duty station.	Travel originates from the TDY location when notified of emergency. Travel is authorized to an airport servicing the location authorized by the emergency travel order (JFTR, Volume ***1***). (See note 3.)
13	Same as Rule 14 above.	Commercial air is authorized when government transportation is not reasonably available.	
14	U.S. citizen civilian employed outside CONUS with emergency situation inside or outside CONUS.	Employee and/or dependents authorized space available (or space required cash reimbursable) travel via AMC between CONUS and overseas or between overseas areas, as applicable.	Government-funded commercial transportation is not authorized (DoD 4515.13-R)

Figure 102-2. Emergency Travel Entitlements and Space Available Eligibility (Cont')

NOTES:

1. The member's domicile is "the member's home of record, place from which called or ordered to active duty, place of first enlistment, or place of legal residence." The spouse's original domicile has no bearing on emergency leave entitlements.

2. The cost of commercial transportation authorized or approved will not exceed the cost of government procured commercial air travel between these points. Transportation may be provided to and from other points; however, any excess costs must be collected from the member.

3. If dependents are not command sponsored and are located in the vicinity of the member's duty station or residing in the CONUS while the member serves an unaccompanied or remote tour, space available travel or space required (cash reimbursable) travel is authorized via AMC where channel exists. Funded commercial air travel is not authorized. Return transportation, space available, or space required for non-command sponsored dependents to the overseas area is not authorized.

4. Members and dependents overseas, entitled to emergency travel, who must transit the CONUS to reach the emergency leave point outside the CONUS are entitled to space required AMC or government-funded commercial air, to include travel across the CONUS.

Figure 102-2. Emergency Travel Entitlements and Space Available Eligibility Table (Cont')

CHAPTER 103

AIR MOVEMENT

A. POLICY

DoD will use Civil Reserve Air Fleet (CRAF) carriers to the maximum extent possible unless there is a negative, critical mission impact justifying non usage. Transportation offices may obtain a current listing of DoD approved and CRAF carriers by accessing Internet address: (http://www.safb.af.mil:81/hqamc/directorates/amcdo/dob/approved.htm) or by contacting the DoD Air Carrier Survey and Analysis Division, HQ AMC/DOB, 402 Scott Drive, Unit 3A1, Scott AFB IL 62225-5302, DSN 576-3092. The following priorities in order of precedence, will be used for passenger airlift:

1. AMC-procured channel airlift (Category B) shall be used in connection with international travel when it is available and meets mission requirements.

2. GSA airlift contracted through the Contract City Pair Program shall be used. EXCEPTION TO THE USE OF CONTRACT CARRIERS: One or more of the following travel conditions which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route. Those conditions are as follows:

a. Space or scheduled flights are 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 which would increase the total cost of the trip; or

b. The contractor's flight schedule is inconsistent with explicit policies of individual federal departments and agencies, where applicable, to schedule travel during normal working hours; or

c. A non-contract carrier offers a lower fare available to the general public, the use of which will result 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(s) offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is restricted to government and military travelers on official business and may only be purchased with a GTR or government charge cards, e.g., YDG, MDG, QDG, VDG, and similar fares.

3. Other U.S. CRAF carriers.

4. DoD-approved, non-CRAF U.S. flag carriers.

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

6. DoD-approved foreign flag carriers.

7. Scheduled service on foreign air carriers that are neither DoD-approved nor disapproved (for individual travel only).

B. GENERAL

1. Separate agreements for scheduled air carriers participating in the Military Air Transportation Agreement (MATA) are on file at AMC. Initial agreements and updates will be distributed by AMC to each TO responsible for obtaining air services. A copy will also be provided to USTRANSCOM J4-LTP and MCC. Upon receipt, MATA should be filed in Appendix QB of this regulation. Scheduled service aircraft used for DoD passenger movements will be commensurate with those used in regularly scheduled service. Charter airlift services will be procured utilizing the Master Solicitation (MS) for domestic movements or one of the International Airlift contracts for international movements. These procurement documents which contain terms and conditions and minimum performance standards are on file at HQ AMC/DOYA, Airlift Procurement Branch, Scott AFB IL 62225-5001. The initial MS and updates will be distributed by AMC to each TO, USTRANSCOM/J4-LTP and MCC. Upon receipt, MS should be filed in Appendix QA of this regulation. In the event a domestic airlift charter is purchased by AMC, commercial carriers will be awarded a domestic contract, based on competitive procurement procedures. The unit will not issue a GTR. Commercial carriers will receive payment for airlift services performed by submitting an invoice to the Defense Accounting and Finance Service in Omaha NE (DFAS-OM/A) referencing their TWCF funded domestic contract. DFAS-OM/A will then bill units using the unit fund cite included in the group movement transportation request. Any questions TOs have concerning carrier performance in accordance with standards of service should be directed to the appropriate point of contact above.

2. A passenger may be authorized a stopover at any point en route when the applicable carrier tariff permits a free stopover.

3. TO will inform travelers of their responsibilities outlined in the JFTR para U2010, and JTR, para C2201, regarding denied boarding, voluntary seat release compensations, and frequent flyer mileage credits, etc. The traveler is responsible for managing and complying with these requirements. Receipt and accounting of compensation will be in accordance with instructions or procedures formulated by the DoD Components. The requirement can be satisfied through the use of mass media (base or post newspaper) articles if these are published on a recurring basis.

4. Military members may wear civilian attire aboard AMC-owned and contracted aircraft; however, they must adhere to individual DoD Component requirements and the DoD Foreign Clearance Guide.

5. DoD personnel traveling on official business may not purchase commercial airline tickets at military furlough fares (e.g., BM, MM, QM, HM). These fares are to be used only by military travelers and their family members when traveling at their own expense on leisure travel. Abuse of military furlough fares may result in airlines withdrawing these fares, which could cause a significant impact on quality of life for military personnel.

6. DD Form 1341R, Report of Commercial Carrier Passenger Service is a form designed to be completed by the group leader or individual traveler to reflect transportation service provided. The form should be returned to the origin TO, who forwards to HQ AMC/DOBA for air, or to HQ MTMC/MTOP-QE, 5611 Columbia Pike, Falls Church, VA 22041 for surface. This information is used for quality control purposes (Appendix A).

C. TYPES OF AIRLIFT

1. Scheduled Movements. The TO may route less-than-planeload CONUS group movements aboard scheduled commercial aircraft and less-than-planeload international group movements aboard scheduled commercial aircraft when Category B is unavailable. USTRANSCOM/MCC is available for negotiating and arranging scheduled air movements and cost estimates. Submit all other group movements to USTRANSCOM/MCC. DoD Components may establish separate procedures to accomplish payment.

2. Commercial Domestic Air Charter Movements. Applies to group/unit movements on domestic charters purchased by AMC via the Master Solicitation and requested through USTRANSCOM/MCC.

3. Government Charter Air Movements.

a. AMC Channel Airlift (Category B). Transportation of passengers and/or cargo in full planeload lots on other than carrier's regularly scheduled commercial flights. Payment is made to carrier via contract with AMC. Users reimburse AMC, at the common-user rate established in AFR 76-11, based on appropriate movement documentation.

(1) Channel Airlift Extensions. A regular channel mission performing an added stop(s) at a non-channel location. AMC approves channel extensions on a case-by-case basis. Normally, approval is contingent on the on-load/off-load locations(s) being within 2 hours of a channel APOD/APOE and will not result in a major deviation from mission schedule.

(2) Channel Airlift Expansion. The government may from time to time during performance of the international airlift contract, subject to the contractors' acceptance, order expansion airlift services. Expansion requirements are additional missions bought on a task order, as required.

b. Special Assignment Airlift Missions (SAAMs). The designated DoD Component representative will forward SAAM requests via the applicable validating office to USTRANSCOM/MCC. Criteria for establishing SAAM priorities may be found in JCS Pub 15, Mobility System Policies, Procedures, and Considerations, and Appendix B of this Publication. Submission of SAAM priorities and requests are outlined in Appendix B and C, respectively. See Appendix K for listing of SAAM validators grouped under unified commands and/or Services in alphabetical order.

c. Commercial International Air Charters. When AMC international contract is not the procurement medium, the most cost effective charter service that will satisfy mission requirements will be procured. The SAAM surcharge will not apply.

4. Charter Air Taxi.

a. Charter air taxi service may be used when it is cost favorable or when a less costly means of transportation will not satisfactorily meet the official travel requirement.

b. Chartered air taxi service may be obtained only from DoD-approved air taxi operators. If not held locally, a list of DoD-approved air taxi operators may be obtained from HQ AMC DoD Survey and Analysis Office, AMC/DOBA. If the use of an air taxi operator which is not DoD approved is desired, the TO should contact AMC/DOBA. However, air taxi operators do not need to have an approved tender of service for passenger air transportation on file to receive an AMC award.

c. Once the use of air taxi service has been authorized, TOs/ITOs may arrange the air taxi service with a DoD-approved operator. Normally, a GTR will be used to procure this service. TOs/ITOs will ensure that a DD Form 1341, Report of Commercial Carrier Passenger Service, is properly completed and forwarded to HQ AMC/DOBA. TO's are authorized to locally reproduce DD Form 1341R (Appendix A, of DTR, Part I) and should have them accessible for all travelers who travel by air movement. Completed copies should be returned to the TO, who in turn will forward them to HQ AMC for quality control purposes.

D. COMMERCIAL CHARTER AIRCRAFT, EXCLUDING CATEGORY B

1. The TO must arrange all charter air transportation through USTRANSCOM/ MCC. When charter air service is required (other than charter air taxi service), only the services of DoD-approved carriers in the CRAF program, certified route carriers, and certified supplemental air carriers will be considered.

2. Standards of service for DoD charter airlift will be provided in the AMC- negotiated contract.

3. Upon presentation of proper identification, Department of Transportation inspectors or other representative on official duty are authorized to ride any DoD-sponsored commercial flight to conduct inspections. If maximum load limitations are exceeded, passengers will be removed in the following order:

a. Authorized carrier employees other than crew members.

b. Military members, who will then be furnished other commercial transportation.

c. All International SAAM charter air movements contracted for by AMC and procured with TWCF funds will have a surcharge applied based on OSD 410 guidance, dated 5 December 1994. Domestic charter air movements contracted for by AMC do not have a surcharge applied.

4. Under current agreements, all air carriers are required to provide the following notifications in case of delay or irregularities.

a. When it is known that the schedule established for a commercial air movement will be delayed at origin or other irregularities have occurred, such information will be reported immediately to HQ AMC/TACC, and the origin TO. Except as stated in (c) below, no changes

will be undertaken by the TO until the changes have been cleared with AMC authorized contracting personnel. HQ AMC/TACC will immediately notify AMC authorized contracting personnel who will notify USTRANSCOM/MCC of the delay. HQ AMC TACC will also notify USTRANSCOM/MCC if the mission is priority is 1B1 or higher.

b. After a commercial air movement has actually departed and becomes delayed en route, the carrier is responsible for notifying HQ AMC/TACC, (who in turn will notify USTRANSCOM/MCC of the delay. HQ AMC/TACC will also notify USTRANSCOM/MCC if the mission priority is 1B1 or higher.) The origin and destination transportation office, and, if applicable, the bus carrier with whom arrangements have been made for supplementary service at destination. In each instance the notification will contain the following information:

(1) Location where the interruption in service occurred.

(2) Period of delay.

(3) New destination terminal, if changed.

(4) Mode of alternative transportation.

(5) Time of departure from point of delay.

(6) New estimated time of arrival.

c. If there is not enough time to notify and receive clearance from HQ AMC/TACC, as required in paragraphs a. and b. above, emergency notification should be furnished to the TO and bus carrier at destination as appropriate. The carrier should notify HQ AMC/TACC as soon as possible thereafter. HQ AMC/TACC will immediately notify HQ AMC authorized contracting personnel who will notify USTRANSCOM/MCC of the delay. HQ AMC/TACC will also notify USTRANSCOM/MCC if the mission priority is 1B1 or higher.

E. SCHEDULED AIR CARRIERS

1. Contract air service between city pairs will be used for domestic travel, and for international travel when AMC Category B is not available or will not meet the mission requirement. Exceptions to the use of contract fares are shown in Chapter 103, paragraph A.2. of this Regulation.

2. Cost reimbursable contractor personnel in possession of invitational travel orders are prohibited from using government discount fares (including Contract City Pairs fares) when purchasing commercial airline tickets except where the specific airline to be used permits such use.

3. Use of a U.S. Air Carrier Engaged in a Code-Share Arrangement with a Foreign Flag Carrier.

a. Under a code-sharing agreement, air service on a particular route is provided by a U.S.-certified air carrier either using foreign flag air crews or using space on an aircraft owned and operated by a foreign flag air carrier.

b. The Comptroller General, 70 C.G. 713(1991), determined that travel under a ticket issued by a U.S.-certified air carrier which uses space on the aircraft of a foreign flag air carrier under a code-share arrangement is considered to be transportation provided by U.S. air carriers holding certificates, as required under 49 U.S.C. App 1517, Fly America Act.

c. Accordingly, TOs may use this service since it is not in violation of the Fly America Act. Under such conditions, the entire ticket is issued by the U.S. flag carrier, the flight is indicated in the computer reservation system by a U.S. flag carrier code and payment is made to the U.S. flag carrier.

F. ACCOMPANIED PERSONAL BAGGAGE, GOVERNMENT-OWNED ANIMALS, AND MILITARY IMPEDIMENTA

1. Personal Baggage.

a. Transportation of baggage by air will be limited to the amount carried free by the carrier. Free baggage entitlements vary according to the carrier being utilized. Most carriers use the piece concept, others apply weight limitations. Industry standards for free baggage allowance consist of two (2) checked pieces (not to exceed 70 pounds each) and two (2) carry-on pieces, which must be securely stowed in the passenger compartment aboard the aircraft. Baggage allowance rules for international travel on foreign carriers vary by country and may use kilos to monitor weight versus pounds.

b. Authorization for excess baggage must be in the travelers' orders. The orders must specify the weight and number of pieces authorized. For scheduled commercial air service, travelers will pay the excess baggage charges directly to the servicing airline at the time of flight check-in and claim reimbursement on the travel voucher. If this procedure imposes an unwarranted hardship on the traveler, the TO may issue a GTR for excess baggage.

2. Government-Owned Animals. If accompanied by the handler, government-owned animals may be shipped as excess baggage if traveling via commercial aircraft. For international travel, government-owned animals are shipped as cargo via AMC Category M channels, where available. If the animal is not accompanied by a handler, the animal must be shipped as cargo via both commercial and AMC airlift. AMC Category B service will be used as a last resort so as not to displace limited pet spaces. However, DoD mission requirements should take priority among requests for pet space.

3. Military Impedimenta. Military impedimenta accompanying individual passengers or group movements will be accepted and transported by scheduled carriers as excess baggage. Some carriers will apply freight rates even though it is handled as excess baggage. When excess baggage and air freight rates are both applicable for shipment of military impedimenta, TOs will use whichever method meets military requirements at best value. Military impedimenta moving in connection with individual passengers or group movements, when not accompanied by a passenger, will be transported as air freight under a government bill of lading (GBL).

4. Privately-Owned Weapons and Ammunition Moved by Scheduled Commercial Air Carriers or DoD-Owned and Controlled Aircraft.

a. Travelers using commercial air carriers are responsible for ensuring all laws and regulations of the United States, its territories, foreign countries, and local municipalities are complied with regarding the possession, carrying, and shipping of privately-owned weapons and ammunition. The traveler should consult the commercial carrier to be used for the most current information since applicable tariff rules are subject to change.

b. Travelers using DoD-owned or controlled aircraft are permitted to place unloaded firearms and small arms ammunition in checked, accompanied baggage upon declaration of the items to passenger service personnel or their equivalent. When traveling to and from overseas, evidence of ownership is required for inspection by foreign and U.S. customs officials (refer to the U.S. Foreign Clearance Guide).

5. Government-Owned Weapons and Ammunition Moved by Scheduled Commercial Air Carriers or DoD-Owned and Controlled Aircraft.

a. Couriers of weapons and classified material should ensure their TDY and TAD orders reflect "Courier Orders," and the orders (or attached letter from individual's commander) reflect they are authorized weapon and security rounds; and are authorized to view loading and unloading of the material they are escorting.

b. Travelers using scheduled commercial airlines must have the authority to carry weapons included in the travel orders. TOs will coordinate with the applicable carrier and brief the traveler regarding requirements for transporting weapons and ammunition. Weapons and ammunition must be declared at time of check-in. Containerized assembled weapons (unloaded) and ammunition will be carried in the baggage compartment.

c. Travelers (including couriers of weapons and classified material) using DoD-owned and controlled aircraft must have the authority to carry weapons included in the travel orders. The method for transporting weapons aboard aircraft will be determined by the responsible commander. When weapons are authorized for carriage in the passenger compartment, the bolt must be in the open position and a flag safety device inserted in the chamber of the weapon prior to boarding. Weapons (unloaded) carried in the baggage compartment must be containerized. When concurrent shipment of small arms ammunition (1.4) is determined mission essential by the responsible commander, the requirement will be furnished to USTRANSCOM/MCC, along with other movement requirements, as appropriate.

d. Deployed members returning as individuals on emergency leave with an individual government-owned weapon must comply with paragraph 4. above, as appropriate. Members should be in receipt of a copy of original deploying orders reflecting authorization to hand-carry a weapon.

e. See Appendix L for additional information.

G. TRAVEL IN CONNECTION WITH DEATH OF MEMBERS, DOD EMPLOYEES, AND/OR THEIR DEPENDENTS (BLUE BARK)

Members or U.S. citizen employees of the DoD or their dependents traveling in connection with the death of the member, civilian employee, or dependents of the above shall be rendered all possible courtesies when returning to CONUS following the death or missing status of the member, employee, or dependents.

1. Travel must be authorized by the commander concerned, according to the JFTR (Chapters 4, 5, & 7) and JTR (Chapter 6).

2. TOs will coordinate with the traveler or designated agent to ensure prompt and courteous service is provided.

3. The mortuary and/or decedent affairs office will coordinate all en route and destination requirements with the appropriate agencies to ensure every appropriate courtesy and comfort is provided throughout the journey.

4. If traveling via aircraft under the control of AMC, they will not be bumped from the aircraft en route.

5. When traveling via AMC aircraft, each responsible AMC activity must identify the passengers as traveling in connection with the death of the sponsor or dependent, as appropriate.

6. If traveling via commercial carrier, the TO will ensure that the Passenger Name Record (PNR) identifies the circumstance in an Other Supplemental Information in the Computer Reservation System (CRS) to ensure the commercial carrier is aware of the circumstances and renders appropriate en route courtesies, e.g., travel in conjunction with death of spouse or child.

7. Based upon the desires of the sponsor or dependent concerned, the responsible overseas commander or mortuary or decedent affairs office will coordinate the following with the appropriate military installation nearest the point of arrival in CONUS:

a. Billeting.

b. Onward transportation, as appropriate.

c. Customs and Immigration--insofar as possible, expedite customs and immigration clearance.

d. Baggage--deliver the traveler's baggage to them immediately.

e. Any other assistance desired by the traveler, where possible, e.g., nursery arrangements, Chaplain, etc.

H. OPERATIONAL SUPPORT AIRLIFT (OSA), SPECIAL AIR MISSION (SAM), COMMON-USER AND ORGANIC AIRLIFT

1. DoD policy on the use of government aircraft and air travel recognizes that travel on military airlift (MilAir) is a premium mode of travel involving high costs and limited resources. It is essential that managers and commanders at all levels prevent misuse of transportation resources, as well as the perception of their misuse. Therefore, scheduling of MilAir should be based on considerations such as purpose of the trip, the method of transportation required, and the priority of travel. Reporting requirements for OSA, SAM, and other organic aircraft are promulgated by the Service Secretaries.

2. Operational Support Airlift (OSA).

a. It is DoD policy that OSA aircraft shall not be used for travel (other than those officials designated as "required use" travelers) if commercial airline or aircraft (including charter) service is reasonably available, i.e., able to meet the traveler's departure and/or arrival requirements in a 24-hour period, unless highly unusual circumstances present a clear and present danger, an emergency exists, use of military aircraft is more cost-effective than commercial air, traveler can be added to previously planned flight, or other compelling operational considerations make commercial transportation unacceptable.

b. Requests for CONUS military air transportation which may be satisfied by OSA aircraft shall be submitted through service validators to USTRANSCOM.

(1) Submission of requests via electronic means is encouraged. All requests shall be submitted by the senior traveler, validated by the appropriate authority, and include commercial cost estimate and a full justification for the use of military airlift. All requests shall be maintained for a minimum of 2 years by the requesting officials or office.

(2) Except when operational demands dictate otherwise, requesters shall provide scheduling authorities with sufficient advance notice of flight requests (at least 3 days) and sufficient flexibility in departure or arrival times (at least 2 hours) to permit efficient employment of aircraft. The carrying of space-available passengers and/or cargo authorized by DoD 4515.13R (reference q) is strongly encouraged and will be accommodated to the maximum extent possible.

c. For further guidance, refer to DoD Directive 4500.43, Operational Support Airlift (OSA).

I. PASSENGER TRACKING AND REPORTING

1. Tracking. Tracking of passenger movement will be accomplished using the Global Transportation Network (GTN). The GTN system provides command and control information which integrates automated information support to DoD. Passenger data provided by CTOs is not yet available in GTN.

2. Reporting.

a. Air Travel Data Reporting. MTMC/MTOP-TS is responsible for providing passenger statistics pertaining to official travel to OSD, USTRANSCOM, DoD Components, and government agencies. The source will be the Statistical Collection of Passenger Travel (STATCO) management information system. Data on air travel performed on individual GTRs will be submitted by DoD Component finance accounting centers monthly to MTMC/MTOP-TS as required by memorandums of understanding (MOUs) (RCS MTMC-17(R1) and RCS MTMC-134). Data on individual and group air travel arranged and ticketed by CTOs providing travel services under contract with DoD Components will be submitted to MTMC/MTOP-TS on a monthly basis as required by MOUs between MTMC and the appropriate DoD Component. Reporting data elements to meet DoD airlift policy compliance will be incorporated in individual Service CTO contracts. See Appendix J for STATCO report instructions.

b. Policy Compliance Analysis. MTMC/MTOP-TS will provide USTRANSCOM/ TCJ4-LTP annual and quarterly reports on airlift policy compliance in accordance with DoD travel policy. Reports will include an analysis of causes for policy deviation and recommendations for improvement.

J. AIR PASSENGER RESERVATIONS AND TRAVEL DOCUMENTS

1. International Travel.

When making international air reservations, the TO will give first consideration to AMC Category B airlift. Category M airlift service will be used if it is the only service available to the required destination, otherwise, military members and their families shall not be forced to use Category M airlift. Within the theater, i.e., intra-theater, consideration will be given to the use of AMC Category M for TDY, considering costs, reliability and mission requirements. The International Routing Guide for DoD international air travel may be used for all commercial and AMC channel services. If AMC channel service does not meet mission requirements, the TO will document the reason why and will then obtain reservations through the CTO or directly with the airlines if no CTO is available, in accordance with DoD policy.

2. AMC Reservation Requests.

a. Not applicable to groups.

b. TOs Serviced By Passenger Reservation and Manifesting System (PRAMS). TOs may sign on and use PRAMS. TOs not serviced by PRAMS will submit requests to the servicing Passenger Reservation Center (PRC) via phone, facsimile, or message. (Format identified in table at Appendix E.) Reservation requests will be submitted as far in advance as possible, but not earlier than 90 days before the month in which travel will begin.

c. Provide the PRC the following information:

(1) Channel. Identify the origin APOE and the destination APOD.

(2) Travel Performance Period (TPP). The DoD Component will set up necessary controls to ensure the PRC is provided a flexible TPP using the following criteria.

(a) PCS. In arranging overseas transportation, a TPP of no less than 7 to 10 days is required unless mission requirement (e.g., mandatory report date) dictates otherwise. PRC will respond within 72 hours with a reservation confirmation or status of non-availability, if date of departure is less than 45 days from date of request to the PRC.

(b) TDY/TAD. The TPP shall conform to mission requirements as stated in the travel orders. If the TO has PRAMS access and knows the established channel will not meet mission requirements, there is no need to go to a PRC. The TO should simply certify non-availability of government air and arrange appropriate commercial air services. If the TO does not have PRAMS access, contact the PRC to obtain a Y card. In all cases, the PRC will respond within 24 hours. If no response is received, the TO will pursue commercial air movement.

(3) Name, Rank, and Number of Seats.

(a) Name. Provide last and first name.

(b) Rank. Provide grade and title codes as outlined in Appendix F.

(4) Priority and Type Travel. Provide the applicable priority and type travel codes contained in Appendix D and G.

(5) Sponsoring Service. Provide the appropriate sponsoring service code located in Appendix H.

(6) Base or Installation Routing Indicator. (See Appendix H.)

(7) Reservation Identification Code (RIC). The RIC (member/sponsor's SSAN) is used for reservation control. The RIC is assigned by the requesting TO and will be used on all subsequent transactions such as confirmation, tracer action, cancellation, etc. However, if the same passenger travels more than one time over the same channel during the same month, then a different RIC must be assigned for each transaction. To indicate the second movement of the month over the same route, use the first eight numbers of the SSAN with the letter "A" in the last SSAN position, "B" for the third movement, etc.

(a) Dependents Traveling Unaccompanied. For dependents traveling unaccompanied and their SSAN is not available, use the SSAN of the sponsor, or the passport number. For family groups traveling together, use the SSAN of the military or civilian sponsor or senior dependent.

(b) Dependents Traveling with Member or Spouse or Joint Spouse Travel. Arrangements can be made for concurrent travel of a military husband and military wife. Request reservations in each individuals name or in one name, identify both as military members.

(c) Team Travel. The requesting TO may assign a unique RIC for team travel requests. The RIC may be determined by entering seven letters of the TO routing indicator or the term group followed by a three-position numbering system to account for the

order of team travel requests. Personal SSAN should not be used with team travel requests because travelers are known to change frequently. Use the following example:

GROUPB001 (For first request submitted, then 002, etc.)
RUEOVLA01 (Routing indicator reflecting first request submitted for that month.)

(d) Air Reserve Component Team Travel. Develop RICs for Air Reserve Components (ARC) using the unit designation. For example, the 105 Aerial Port Squadron (APS) would read ARC105APS. Using the unit designation standardizes ARC moves and expedites port processing.

(8) Customer Identification Code (CIC). The CIC is used for billing purposes. This data element is added during check-in at the passenger terminal. Therefore, when available, provide the CIC at time of booking to speed passenger processing.

(9) Pet Type (dog or cat) and Weight (if applicable). Provide number of pet(s), type, and weight. Pet shipment is limited to passengers in PCS status only. Member's must understand pet movement is at their (member's/owner's) expense. Travelers are restricted to a maximum of two (2) pets per family. Requests for pet reservations will be handled on a first-come-first-serve basis. TOs are responsible for providing travelers current information regarding pet shipments (Refer to AMCP 24-101, AMC Pet Information). Due to limited pet space, a 14-day travel window is recommended. A pet is limited to a total of 99 pounds (including carrier). Waivers are required to transport more than two dogs or cats. Service authority to grant waivers are as follows:

(a) For Army and Air Force, HQ AMC/DONR is the designated approving authority.

(b) For Navy, CNO (N413B) is the approval authority.

(c) For Marine Corps, HQ MC/LFT-2 is the approval authority.

(10) Special Requirements. Identify any special requirements on the next blank line after the requester (e.g., excess baggage, disabled passenger services, special meals, etc.) if not previously addressed (above).

d. Space Required Reimbursable Travel. The categories of space available passengers authorized space required reimbursable travel are identified in DoD 4515.13-R. An authorized cash collection voucher must be accomplished and a copy of the form attached to the orders used for passenger check-in. The TO may affect a DD Form 139, Pay Adjustment Authorization, for military members remaining in pay status.

3. AMC Reservation Response.

a. Response/Confirmation. The PRC will respond by message (See figures 103-1 and 103-2 for samples) within 24-hours after receipt of reservation request with the following information:

(1) Confirmation (C in position 80). This notification indicates spaces or seats have been confirmed for the passengers, and identifies the departure airport, flight number, departure date, and check-in time.

(2) Advice (Hold) Notice (H in Position 80). The advice notice indicates a seat is not available; action is being taken to arrange capability.

(3) Nonavailability of Service (Y in Position 80). AMC is unable to arrange additional airlift capability (arrange commercial travel through the CTO).

b. Response Codes. For other types of transportation request and response codes see Appendix I.

4. AMC Travel Documents.

a. Required Documentation. For travel via AMC airlift, four legible copies of the passenger's travel orders are required, containing a Service/unit-unique control number and a Customer Identification Code (CIC). A Travelope should be issued for each passenger when available (see para 4e and Figure 103-4).

b. Unique Control Numbers. AMC unique control numbers are assigned by the TOs as follows: (These codes contain 8-digits)

(1) Positions 1-2, first/last name initials of traveler.

(2) Positions 3-6, last four digits of the SSAN.

(3) Positions 7-8, last two digits of the calendar year travel is performed,

Example: Jim Pehan, 123-45-6789, JP678994.

c. Distribution. The AMC-unique control number is annotated on four (4) copies of the travel order in the upper left hand corner.

(1) TO retains one station file copy.

(2) One copy in the AMC Travelope which will be turned in at the AMC terminal by the passenger prior to commencing travel.

(3) Member retains one (1) copy to file with travel voucher.

(4) TO forwards one (1) copy to fiscal accounting station as indicated in paragraph i.(2) below for TAD/TDY only.

d. Customer Identification Code (CIC). TOs will ensure travel orders contain a CIC. CIC may vary depending on the Service or agency that is charged for the passenger travel. For PCS travel, the CIC is assigned and placed in the PCS orders by the order-issuing authority. For TAD/TDY travel, the CIC is constructed by the order preparing authority. All CICs contain 15 digits. Refer to the appropriate Service regulation for CIC instructions.

(1) Air Force: AFR 177-103.

(2) Army: AR 37-1.

(3) Marine Corps: MCO 4631.9.

(4) Navy: NAVCOMPTINST 4600.2B.

e. Travelope. A travelope is issued to each passenger traveling via AMC airlift. The travelope contains specific instructions pertaining to the flight, i.e., point of origin, destination, flight number, date, and specific reporting instructions. Figure 103-4 will be used as the travelope. TOs are authorized local reproduction of the test form.

f. Nonappropriated Fund (NAF) Travelers. NAF or other non-DoD authorized travel via AMC airlift, i.e., contractors:

(1) If non-appropriated travel orders do not contain a CIC, the travel orders must be annotated with the proper billing address to which AMC will bill the cost of travel.

(2) Contractor travel orders do not contain CICs, therefore the correct billing address must be annotated in the travel authorization so AMC may properly bill the contractor for transportation provided.

g. Cost Charge Procedures. Cost-charge AMC airlift may only be provided to military members when cost charge GTRs cannot be used because of lack of scheduled commercial service or border clearance requirements. When cost-charge AMC airlift is provided, a Pay Adjustment Authorization (DD Form 139) must be prepared for the cost of the transportation provided. Service policy will determine whether the individual should be charged at the government tariff rate in AFR 76-11 or the non-government rate in AFR 76-28. The DD Form 139 shall be distributed as per instructions of the service concerned.

h. Group Travel.

(1) For group travel other than family groups, each individual traveler must have travel orders annotated with both an AMC unique control number and CIC. When orders reflect more than one passenger, a separate unique control number will be issued for each CIC listed.

(2) For family groups, all members of the family travel on the sponsors orders, AMC unique control number, and CIC. Each dependent must be listed by name on the orders, port call (Navy only), or DD Form 884 (Application for Transportation of Dependents).

i. Distribution of Orders (TAD/TDY Travel Only):

(1) Copies of travel orders are used by AMC to bill the user. It is, therefore, imperative that a copy of the travel orders, properly annotated with both an AMC unique

control number and CIC, be forwarded to the Service agency that will be responsible for making payment to AMC for the transportation provided.

(2) TOs shall forward one (1) legible copy of travel orders used for TAD/TDY travel via AMC airlift as follows:

(a) Air Force and Army -- Mail to appropriate Defense Finance Accounting Service (DFAS). A copy of the Fiscal Station listing can be obtained from the DFAS-IN-FT, Indianapolis IN 46249-5000.

(b) Marine Corps -- Commanding General
MCLB/470
814 Radford Blvd
Albany GA 31704-1128

A copy should also be mailed to the appropriate fiscal station.

(c) Navy -- Defense Finance Accounting Service
DFAS Office - CL Arlington
1931 Jefferson Davis Highway, Rm 309
Attn: Code BJE
Arlington VA 22240-5280

CONFIRMATION (AUTODIN) MESSAGE

Confirmation messages are generated on all transactions entered into PRAMS. As each booking, hold request, or change is entered into PRAMS, a message is transmitted to the requesting activity. Many times TOs have questions regarding these messages. To provide you with an understanding of how to read these messages, below is an example of a confirmation message. Figure 103-2 is the transaction code key to help decipher the sample message below.

SAMPLE MESSAGE FOR PASSENGER RESERVATIONS

Below is a portion of a confirmation message received by a TO for passenger "Duncan." The "C" in position 80 indicates his travel request has been confirmed.

SUBJ: Passenger Reservation and Manifesting Data

1-13	14-16	17-19	20	21-22	23-28	29	30-31	32-33	34-35	36-43	44-47	48-49
DUNCAN GENE	04	0002	A	B	PHLFRF	3	CC	FZ	07	BKAMC	291600	

50-51	52-54	55-56	57-60	61-67	68-76	77-78	79	80
	187	07	0530	PRCBLLV1	491384258			C

EXPLANATION OF CONFIRMATION MESSAGE FIELDS

Position	Title	Position	Title
1-13	Passenger's Name	44-47	Show time
14-16	Grade/Title	48	Category of Service
17-19	Seats confirmed	49	Reservation request received by
20	Special passenger category	50-51	Blank
21	Booking preference	52-54	Flight departure date
22	Excess baggage	55-56	Arrival date
23-28	Movement channel	57-60	Arrival time
29	Priority	61-67	Routing indicator
30-31	Type travel	68-76	Reservation identification code (RIC)
32-33	Sponsor Service	77-78	Service use
34-35	Movement month	79	Special handling
36-43	Mission ID (Number)	80	Type transaction (See figure 103-2)

Figure 103-1. Reservation Response/Confirmation Message.

SAMPLE MESSAGE FOR PET RESERVATION

When a pet is booked in PRAMS, a separate AUTODIN message is generated. Below is an example of a pet confirmation message.

SUBJ: Pet Reservation and Manifesting Data

```
        1-13          14-22        23-28      29-36      37-39  40  41-43  44
DUNCAN GENE   491384250   PHLFRF   BKAMC29   187   1   CAT   C
```

EXPLANATION OF CONFIRMATION MESSAGE FIELDS

Position	Title	Position	Title
1-13	Passenger's name	37-39	Departure date
14-22	Reservation Identification Code (RIC)	40	Pet record number
23-28	Movement channel	41-43	Type pet (dog, cat)
29-36	Mission ID (Number)	44	Status (B--cancellation, C--confirmed)

Figure 103-1. Reservation Response/Confirmation Message. (Cont')

Type of Transaction Codes
(Reference AMCM 24-101, Volume I)

Code	Explanation
A	Identifies a cancellation action resulting from a duplicate reservation. (PRC initiated)
B	Indicates cancellation of a travel request. Also acknowledges (to the requester) travel request has been canceled
C	Identifies that the travel request is confirmed.
D	Identifies a travel request cancellation action directed by higher headquarters.
E	Indicates an error was detected in an input transaction (request, confirmation, or substitution format).
F **	Identifies a space available passenger. (Used by ports only)
G **	Identifies walk-in or previously delayed space required passenger. (Used by ports only)
H	Identifies travel request is in "Hold" status. It indicates a seat was not available and that action is being taken to arrange capability.
J	Identifies a port input to cancel pre-manifested passengers who did not depart as port called. (For port use only) Cancellation Codes Used by the Port in Conjunction With the J Code N No-show passenger. (A pre-manifested passenger who failed to report for a scheduled departure.) D Delay requested. (A duty passenger that requested a movement delay to accompany a space available dependent.) *Below is an example of these codes in use. If a TO calls asking about a "J Code" confirmation message, a trace of that travel request may look like the one below. In this example, the "P" in the source block indicates a part action and the "N" in the special handling block identifies the passenger as a no-show.* **NAME RIC CHANL MSN-NBR/TVL-PD STS** DUNCAN GENE 491384258 PHLFRF MC29 1871600 002 **TT SH DTE ROUTING STAT SP** FCC N 182 PRCBLV1 CANX P ** Status of RICS – 491384258 *For other types of port cancellation codes, see AFR 76-5.*
M	Identifies an AMC travel request activity manual booking.

Figure 103-2. Reservation Response Transaction Codes.

Code	Explanation
N	Indicates that a name is being applied to a previously confirmed no-name or team travel integrity travel request.
P	Indicates a request to block space (seats) for movement of troops (group movement).
Q	Indicates a change in the number of seats required in a transaction (request, confirmation, or troop movement.)
R	Indicates a passenger travel request.
U	Indicates cancellation of a confirmed travel request, or "Hold" status request to enter a new travel request (same passenger to same destination, same reservation identification code) for a different performance period.
V	Indicates a name is being applied to a troop movement space block.
W**	Identifies a premanifested passenger. (For port use only)
X	Indicates a cancellation of travel request due to a mission schedule change. A new confirmation will be forwarded to the requesting activity.
Y	Identifies cancellation of travel request due to the non-availability of AMC service during the travel period requested.

** Port Type Transaction Codes only

Figure 103-2. Reservation Response Transaction Codes (Cont').

K. FORECASTING PASSENGER AIRLIFT REQUIREMENTS

DoD common-user channels (Category B or M) require movements to be forecasted accurately to allow aircraft scheduling, budget programming, contracting, and other actions. USTRANSCOM/MCC collects space-required airlift requirement forecasts from DoD Components. Included are movement requirements for military members, DoD civilian employees, and dependents which are expected to travel space-required TAD or TDY, PCS, and emergency or special combat leave. Space available travel is not included. For additional guidance, see Appendix M.

L. ESTABLISHING, SUSPENDING, AND CANCELING CHANNELS

AMC channels are established, suspended, or canceled based on the requirements and upon the request of the military departments and/or theater unified commanders. Although the potential requirement to add, delete, or suspend channels may originate from various sources, the requirement must be validated by a Service headquarters or theater unified commander and approved by USTRANSCOM. See Appendix N for additional requirements.

M. AMC AIRLIFT SERVICES

1. AMC-managed passenger terminals will provide a complete range of services to accommodate arriving and departing passengers and travelers awaiting AMC air travel. All DoD passengers (space required and space available) will be provided prompt, courteous, and professional service on an equitable basis. Problems should be addressed directly to passenger service personnel for resolution.

2. Commercial Gateways. If a mission is operating to a commercial gateway which does not have AMC passenger service personnel, passengers must be briefed that there may be little or no passenger support prior to scheduled show-time or after departure time. They must understand if they arrive at these gateways at other than their scheduled times, they must deal with these limitations within their own capabilities.

3. Delayed, Overflown, or Diverted Flights. AMC is required to provide maximum information and assistance to effect onward movement for all delayed passengers. AMC is responsible for providing meals and billets for all duty passengers that are en route to destination. Under certain conditions, AMC will provide space available passengers with meals and billets; however, under other conditions, the passenger may be responsible for their meals, billets, and onward movement.

4. AMC Customer Service Branch (CSB). AMC CSB will:

a. Assist stranded DoD passengers with onward transportation, overnight accommodations, reservations, and information as required.

b. Review travel documents, provide cost charge travel assistance and referral services to appropriate agencies.

c. Maintain a record of discrepancies from issuing activities; failure to comply with DoD Component policy.

d. Establish wartime, contingency, and emergency surge operating procedures.

e. Prioritize passenger movement based on command requirements and Service concerns.

f. Maintain interface with theater commander, DoD Component focal points, and airlift operators.

5. Baggage Services. AMC is responsible for processing unclaimed, damaged, pilfered, rush, and mishandled baggage. Travelers should contact the closest Passenger CSB for assistance as soon as they identify that a problem exists for AMC-controlled missions.

URGENCY

Transportation
Space Required
Priority

Acute Emergency Medical Evacuees Emergency Leave (Military active duty and/or their command-sponsored dependents, only. Includes dependents residing in the overseas area and entitled to station allowances.)	1
Urgent Deadline--Essential Mission Emergency TDY or TAD PCS (to "mobile" or moving final assignment duty station)	2
Urgent Nature--Essential Mission Urgent Nature--Important Mission Returnees from Emergency Leave (Military active duty and/or their command-sponsored dependents, only) Returnees from routine TDY or TAD PCS (to "fixed" or stationary final assignment duty station)	3
All other Space Required (Duty) Eligibles Unaccompanied Dependents Non-DoD Passengers	4

Space Available

Category I --	Emergency Leave Unfunded Travel	5
Category II --	Environmental and Morale Leave (EML) (Sponsors and sponsors accompanied by dependents also in EML status.)	6
Category III --	Ordinary Leave, Close Blood or Affined Relatives, House Hunting Permissive TDY, Medal of Honor Holders and Others	7
Category IV --	Unaccompanied Dependents on EML and DoDDS Teachers on EML During Summer	8
Category V --	Permissive TDY (Non-House Hunting), Foreign Military, Students, Dependent and Others	9
Category VI --	Retired, Dependents, Reserve, ROTC, NUPOC, and CEC	10

Figure 103-3. Passenger Movement Priority.

TRAVELOPE

DATE:

Port Call Instructions for_____ SSN:
and _____ others. Report to passenger reservation counter at _____,
located at _____.

About Your Reservation:

1. Recommended Check-In Time. At least 2 hours prior to the scheduled departure time. Early check-in eliminates last minute rushing to process for your flight. Some flights are overbooked.

2. Uniform Requirements. When required to travel in uniform, the service member must wear the appropriate uniform as prescribed by the Service's uniform regulations and the Foreign Clearance Guide. When allowed to travel in civilian attire, clothing must not be torn, dirty, tattered, etc. For safety purposes, when traveling on AMC organic aircraft, open toe shoes are not allowed.

3 Don't be a No-Show. If you are unable to make your scheduled flight, contact your installation transportation office, AMC Passenger Reservation Center, or the passenger terminal at your departure point.

About Your Baggage:

1. Check-In Early. Late bags stop flights. Present an onward commercial ticket or the travelope upon check-in and request your baggage be checked through to your final destination.

2. Include your name, address, and telephone number on both the inside and outside of your baggage or in your hand carried baggage.

3. Use good quality luggage. Carry items of value, important documents or medication with you.

4. Free Baggage Allowance. Two pieces with each piece not over 62 linear inches (length + width + height) and not weighing over 70 pounds each. Carry-on baggage must fit under the seat or stored in the overhead bin. Approximate dimensions are 9" x 14" x 22" for a total of 45 inches.

5. Excess Baggage. You must pay a fee for each piece of baggage in excess of your free allowance unless authorized in your travel order.

6. Baggage Liability. See the notice on your ticket. For charter: The carrier's liability for loss or damage of baggage per passenger is:

Figure 103-4. Test Form 4600 Test

a. Checked baggage the actual value not to exceed $9.50 per pound.

b. Unchecked baggage the actual value not to exceed $420 when that loss or damage was caused by the carrier.

Restricted Articles. You may not carry acid, matches, lighter fluid, explosives, flammable solids/liquids, oxidizing materials, compressed gases, poisons, or radioactive materials in your checked or hand-carried baggage.

Firearms: Under federal regulations ship unloaded firearms in your checked baggage, advise the passenger service agent when your baggage contains a firearm, and comply with country entry requirements.

INSTRUCTIONS TO AIRLINE AGENTS

The Air Mobility Command has interline baggage agreements with most major US carriers. You are authorized to interline baggage to/from AMC owned/contracted flights. The airline code for AMC is MC.

Your itinerary:

FLIGHT	DATE	FROM	TO	DEPART	ARRIVE

Remarks:

Check-in for your flight begins at _____and will end at _____. You may check-in between these times. IF DELAYED, CONTACT: Installation Transportation Office: DSN_____COMMERCIAL (___)_____.

AMC Passenger Reservation Centers (PRC):

Scott AFB: 1-800-851-3144 or DSN 576-4901, M-F 0600-1900 CST

NORTH & SOUTH AMERICA (EXCEPT ALASKA)
Scott AFB
DSN 576-4901/COML 1-800-851-3144
Hours of operation: M-F, 0700-1530 L

ALASKA/HAWAII/PACIFIC ISLANDS
Hickam AFB
DSN 449-9973/COML 808-449-9973
Hours of operation: M-F, 0700-1530 L

JAPAN/KOREA/FAR EAST
Yokota AB
DSN 225-8941
Hours of operation: M-F, 0730-1630 L

EUROPEAN/AFRICA/NEAR EAST
Rhein-Main AB
DSN 330-7251/COML 011-49-69-69-7251
Hours of operation: M-F, 0700-1700 L

Figure 103-4 (cont). Test Form 4600 Test

CHAPTER 104

BUSES

A. GENERAL

1. Agreements. Separate agreements for bus companies party to the Military Bus Agreement (MBA) are on file at MTMC and USTRANSCOM/MCC. Agreements and updates will be distributed by MTMC/MTOP-QQ to each TO and USTRANSCOM TCJ4-LTP and MCC. For the use of buses outside of CONUS, the theater CINC will establish bus agreements.

2. Standards of Service. Standards of service for travel of DoD personnel by commercial bus transportation are prescribed in Attachment 1 of the MTMC MBA. These minimum standards are intended to insure the provision of carrier service commensurate with authorized entitlements. In emergency situations, carriers will comply with the prescribed standards to the extent that circumstances permit. The standards of service apply to all commercial carrier equipment used for moving DoD passengers and their families in domestic transportation arranged by MTMC, HQ AMC Contract Airlift Division and TOs. USTRANSCOM/MCC or the TO will prescribe bus equipment requirements for group movements of DoD-sponsored travel. In overseas areas, theater commands will establish standards of service. Selection of buses for various group movements will be dependent upon the carrier's vehicle capabilities. The following types of buses are to be used for passenger operations:

a. "Intercity" buses will be used for movements which exceed 60 miles.

b. "Intercity" or "Intracity" buses may be used for movements of 60 miles or less.

B. ROUTING AUTHORITY

Air is the preferred mode of travel unless the orders issuing authority specifies otherwise in traveler's orders. When bus is the selected mode of travel, all routing may be accomplished by the TO. Only DoD-approved bus companies with agreements on file with MTMC and USTRANSCOM will be used. TOs have the option of requesting assistance from USTRANSCOM/MCC.

C. PROCUREMENT PROCEDURES.

1. TOs will ensure that only DoD-approved carriers are considered when arranging charter bus service within their routing authority.

2. Bids will be solicited from at least three carriers (if and when available) and the carrier offering best value service will be selected. Factors which influence selection, regardless of cost, are overall condition of the equipment with emphasis on areas which

affect safety; timely and responsible service, and conduct and performance of operating personnel. Awards will be made in writing along with any changes made after award. This will assist in resolving billing problems and provide a detailed file in case of a protest.

3. Inspections. Random inspections are performed by MTMC, AMC, or their contracted representatives and upon request by TOs. In addition, TOs are to inspect buses upon arrival at origin prior to passenger movement. Standards for TO inspections of bus equipment are outlined under the Vehicle Inspection Criteria portion of DD Form 1341R, contained in Appendix A. TOs will provide MTMC/MTOP-QEC information concerning TO-arranged chartered bus movements, by FAX or message, as soon as movement information becomes known. This action will allow MTMC an opportunity to arrange bus safety inspections.

D. CHARTER BUS SERVICE

Upon completion of each charter bus movement, the TO will complete the Government Charter Coach Certificate (GCCC) furnished by the carrier. One copy of the GCCC will be retained by the TO. The original and one copy will be returned to the carrier along with the completed GTR and one copy will be forwarded to MTMC, Attn: MTOP-QE, 5611 Columbia Pike, Falls Church VA 22041-5050.

E. BAGGAGE

Free baggage allowance in CONUS will be in accordance with the carriers' tariffs. Travelers are responsible for off-loading baggage from privately-owned and government vehicles and making it available to the carrier at their check-in point.

F. SHIPMENT OF MILITARY IMPEDIMENTA

Military impedimenta, as distinguished from articles included in the free baggage allowance under the MBA and baggage tariffs of the carriers, transported in charter bus equipment, will be covered by the GTR covering group or individual movement.

G. WEAPONS AND MUNITIONS

1. Privately-Owned Weapons. Travelers are responsible to comply with all laws and regulations of the United States, its territories, foreign countries, and local municipalities with regard to possession, carrying, and shipping of weapons and ammunition.

2. Government-Owned Weapons. Travelers using bus must have the authority to carry weapons included in the travel orders. TOs are responsible to ensure travelers, commanders, and/or designated agents are briefed on all laws and regulations of the United States, it's territories, foreign countries, and local municipalities with regard to possession, carrying, and shipping of weapons and ammunition. TOs will coordinate with carrier, station managers, and/or charter representatives, on requirements and security.

3. See Appendix L for additional information.

H. REPORTS

1. TO's are authorized to locally reproduce DD Form 1341R (Appendix A, of DTR, Part I) and should have them accessible for all travelers who travel on bus and rail movements. Completed copies should be returned to the TO, who in turn will forward them to HQ MTMC/MTOP-QE, 5611 Columbia Pike, Falls Church, VA 22041, for quality control purposes.

2. Bus Travel Data Reporting. Reporting requirement for bus travel data is contained in Appendix J.

CHAPTER 105

RAIL TRANSPORTATION

A. GENERAL

1. Standards. Standards for rail service will comply with the Military Rail Agreement (MRA) on file at MTMC and USTRANSCOM/MCC. Rail agreements will be distributed by MTMC/MTOP-QQ to the appropriate TOs and USTRANSCOM TCJ4-LTP and MCC. In overseas areas theater commanders will establish standards in accordance with host country agreements and conventions.

2. Authority. Except as otherwise specifically provided in travel orders, accommodations by rail transportation will be provided to military members and DoD civilian employees as determined by the TO (reference JFTR para U3135, and JTR para C2203). Rail should be provided only when it will meet mission requirements and is the most cost effective mode taking into consideration best value such as travel time, per diem, and miscellaneous expenses.

B. ROUTING AUTHORITY

Air is the preferred mode of travel unless the orders issuing authority specifies otherwise in traveler's orders. When rail is the selected mode of travel all routings will be done by the TO. TOs have the option of requesting assistance from USTRANSCOM/MCC or appropriate overseas agency.

C. BAGGAGE

Under the Military Rail Agreement, the checked baggage allowance for each person will be in accordance with the carrier's tariff. In overseas areas the allowance may vary by carrier. Excess baggage may be carried when specifically authorized in the travel order. Travelers are responsible for off-loading baggage from privately-owned and government vehicles and making it available to the carrier at their check in point.

D. GOVERNMENT-OWNED ANIMALS

Government-owned animals, when accompanied by an attendant holding a valid travel document or ticket, should be shipped in appropriate containers as excess baggage.

E. MILITARY IMPEDIMENTA

Military impedimenta, as distinguished from articles included in the free baggage allowance under the Tender of Service and the baggage tariffs of carriers in connection with troop movements, handled in a passenger train service will be covered by a GBL. GBLs will be endorsed in the "routing via" space to indicate "Passenger Train Service Required."

F. WEAPONS AND AMMUNITION

1. Privately-Owned Weapons. Travelers are responsible to comply with all laws and regulations of the United States, its territories, foreign countries, and local municipalities with regard to possession, carrying, and shipping of weapons and ammunition.

2. Government-Owned Weapons. Travelers using rail must have the authority to carry weapons included in the travel orders. TOs are responsible to ensure travelers, commanders, and/or designated agents are briefed on all laws and regulations of the United States, its territories, foreign countries, and local municipalities with regard to possession, carrying, and shipping of weapons and ammunition. TOs will coordinate with carrier, station managers, and/or charter representatives, on requirements and security.

3. See Appendix L for additional information.

G. RAIL TRAVEL DATA REPORTING

Reporting requirement for rail travel data is contained in Appendix J.

CHAPTER 106

RENTAL CAR SERVICES

A. GENERAL

This chapter provides instructions and guidance for the selection of rental cars by individual travelers, TOs, or Commercial Travel Offices when authorized in travel orders. Many rental car companies have agreements with MTMC that provide special rates. A list of approved vendors and updates will be distributed by MTMC. Rental agreements and updates will be distributed by MTMC/MTOP-Q to each TO responsible for obtaining travel services and to USTRANSCOM TCJ4-LTP and MCC. These provisions do not apply when motor vehicles are leased or rented by an activity to fill or augment established allowances for administrative use vehicles.

B. POLICY

1. Travel Orders. A statement authorizing the rental of commercial vehicles will be contained in travel orders to expedite processing at rental locations.

2. Selecting Rental Vehicles. When selecting commercially rented vehicles TOs, CTOs, and travelers will select the lowest cost rental service that meets the member's official requirements. It is mandatory to obtain rental vehicles through the CTO, when available. Generally, this will be commercial rental vehicles available under MTMC-negotiated agreements. Accordingly, rental companies having a negotiated agreement with MTMC should be used, unless another car rental company can provide better service at a lower cost which meets the traveler's requirements.

3. Justification. Travelers disregarding rental car arrangements made by a TO or CTO may be required to provide justification for additional rental car cost before reimbursement is allowed.

C. ARRANGING FOR RENTAL

1. Government Rates. Many rental car companies have agreements with MTMC which provide special rates for government travelers.

a. Individuals may obtain these rates by presenting travel orders, or government charge cards.

b. Names of companies participating in the rental car program, current maximum rates offered and terms and conditions of the U.S. Government Rental Car Agreement, are published in the Official Airline Guide (OAG) Official Traveler, Travel Guide, Government and Military Edition.

2. Credit Cards.

a. Payment for car rental services will be made with travel advance funds, an individual's personal credit card, individually issued government charge card, or personal funds. GTRs will not be used to pay for rental cars.

b. "Authorized Representative" credit cards issued by rental car companies to government agencies will not be used to procure services in connection with DoD-sponsored travel.

D. INSURANCE

1. Coverage. Liability coverage, as well as full comprehensive and collision coverage, will be in accordance with negotiated agreements. Neither the government nor the employee is liable for loss or damage to the vehicle unless the loss or damage is caused by the willful and reckless negligence of the employee, and is an exception named in the U.S. Government Rental Car Agreement. (See Appendix Q.)

2. Claims.

a. Traveler will report any accident or incident to the appropriate DoD Component in accordance with their procedures.

b. When loss or damage is due to willful or reckless misconduct, the rental car company will submit its bills directly to the employee's agency, and not to the employee.

c. The rental car company may handle a claim directly with the government employee if the agency denies liability on the basis that at the time of the loss, the employee was not operating within the scope of employment.

3. Reimbursement. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized. Purchase of optional full coverage collision damage waiver is not reimbursable to the traveler, except under conditions specified in JTR, par. C2102-D, and JFTR, par. U3415-C.

E. OPERATOR PERMIT

Travelers authorized to rent automobiles are required to possess a valid state or District of Columbia automobile driver's permit or license. An international driver's license, in conjunction with an unexpired US state-issued driver's license, may be considered an allowable operator's permit.

F. COMPLAINTS

Complaints in connection with vehicles rented under MTMC-negotiated agreements should first be addressed by the traveler at the rental car location. If the traveler does not receive a satisfactory response, report incident to local TO. The TO should forward written complaint to vendor's government representative. The TO should also furnish MTMC/MTOP-QE a copy of the complaint. If the TO does not receive a satisfactory response, the package should be forwarded to MTMC/MTOP-QE for final resolution, in accordance with regulations of the military Services.

G. CAR RENTAL DATA REPORTING

Reporting requirements for car rentals are contained in Appendix J.

CHAPTER 107

PASSENGER MOVEMENT BY SHIP OR VESSEL

A. COMMERCIAL SHIP OR VESSEL TRANSPORTATION

1. Commercial Ship or Vessel Transportation. Travel by ship or vessel to and/or from CONUS and OCONUS is not usually an authorized mode for transoceanic transportation. The normal means of accomplishing transoceanic travel is government or government-procured air. Specific authorization must be obtained for travel via ship or vessel in accordance with paragraph A.2. below and the regulations of the DoD Components.

2. Authorization to Use Commercial Ship or Vessel. The use of commercial ships or vessels will be authorized or approved in extenuating or emergency situations by the order-issuing authority. Members may accompany their dependents who have medical validation, when they are authorized to use vessels. When transportation by vessel is authorized but a vessel of U.S. registry cannot provide the transportation service required, transportation may be obtained aboard a vessel of foreign registry. (See JFTR, para. U3130F, and JTR, par. C2205-D). Examples of extenuating/emergency situations are as follows:

a. The mission may be completed only by use of ship or vessel.

b. The mission can be performed more economically or efficiently by ship or vessel.

c. Cognizant command medical authority certifies traveler as medically unable to use air transportation and ship or vessel travel is the only reasonable alternative.

B. USE OF COMMERCIAL FERRIES.

1. Mixed Mode. When a member travels between two permanent duty stations and transoceanic travel is involved but the member travels partly by privately owned conveyance and partly by ocean-going car ferries (circuitously or otherwise), the member is entitled to reimbursement as per the JFTR, para U5116, and JTR, para. C2206.

2. Non-U.S. Flag Carriers. Travel orders must authorize travel by ocean-going car ferries. The certificate or memorandum required by the JFTR, para. U3125, and JTR, para. C2205, as to non-availability of U.S. registered carriers must be attached to the member's voucher for reimbursement, where applicable.

C. ARRANGING TRANSPORTATION VIA COMMERCIAL SHIP, VESSEL, AND/OR FERRY

Traffic management personnel arrange for, and travelers, use ships registered under U.S. laws. Do not use premium-class accommodations. On ships with two or more accommodation classes, use lowest class ship accommodations. Use foreign flag ships that satisfy JFTR and JTR criteria when U.S. ships are not available. MTMC/MTOP-TSC normally will make arrangements for TO except in cases where travel is from overseas to CONUS, within overseas areas, or the use of the Alaska Marine Highway System. Local CTOs may be able to provide competitive prices for ocean movement.

CHAPTER 108

BULK TICKET AND TOKEN PURCHASES

A. PURCHASING

A single GTR will be used to bulk purchase carrier tickets and tokens valid for individual travel. The number of tickets or tokens purchased will not exceed the normal requirement for a 6-month period.

B. PURCHASE CONDITIONS

1. Ticket Purchase. Tickets and tokens may be purchased in bulk quantities when all of the following conditions exist:

a. A continuing requirement for travel between the same points.

b. The same mode and class of transportation is to be used.

c. A minimum of five tickets is required for use within a 60-day period.

d. The per capita net cost to the government does not exceed $250 for each one-way or round-trip single fares exclusive of federal transportation tax.

2. GTR Purchase. The following will apply when a GTR is used to purchase tickets or tokens in bulk:

a. A GTR will be issued to the person who actually makes the purchase.

b. One GTR will be used for travel chargeable to a fiscal appropriation(s) of only one DoD Component.

c. Fiscal Entry Block. If more than one appropriation is used by a single DoD Component for the bulk purchase of tickets or tokens, indicate next to each appropriation the quantity of tickets or tokens chargeable to that appropriation.

d. Special Accommodation Block. Enter "Bulk Purchase."

3. Ticket Data. Tickets must contain all travel data prior to purchase except the traveler's name and travel date which will be entered by the TO when the ticket is issued.

C. SPECIAL INSTRUCTIONS

1. Stamping Tickets. Unless stamped by the issuing carrier, tickets procured under the bulk ticket purchase plan will be stamped "U.S. Government" and "Not Redeemable for Cash Except by the U.S. Government."

2. Record Requirement. A record will be maintained of each GTR issued for tickets or tokens purchased in bulk quantities, and for individual tickets or tokens. Such records may be maintained as follows:

a. Copy of travel orders will be retained and annotated with the origin, destination, ticket or token number(s) (when issued), and date issued to traveler. A rubber stamp format may be used.

b. Travel orders will be filed with the applicable GTR copy.

c. Receipt of tickets or tokens may be certified by traveler's signature in a ledger maintained for recording distribution.

3. Internal Audit. Records of tickets and tokens procured by the quantity or bulk ticket and token purchase plan and issuance thereof, will be subject to internal auditing procedures prescribed by DoD Components.

D. TRAVEL PATTERN REVIEW

TOs will periodically review travel patterns for possible application of bulk purchase procedures for obtaining quantities of one-way or round-trip tickets or tokens using a single GTR. TOs may contact MTMC/MTOP-TSS, 5611 Columbia Pike, Falls Church VA 22041-5050, to obtain special computer reports and analysis of passenger traffic data from specific activities to assist in identifying repetitive travel patterns.

APPENDIX A

TO's are authorized to locally reproduce DD Form 1341R and should have them accessible for all travelers (individual or group) who travel via all modes. Completed copies should be returned to the TO, who in turn will forward them to HQ MTMC/MTOP-QE, 5611 Columbia Pike, Falls Church VA 22041, (all surface movements) and HQ AMC/DOBA (air/air surface intermodal movements), for quality control purposes.

APPENDIX A

REPORT OF COMMERCIAL CARRIER PASSENGER SERVICE

A. SCHEDULED PAX | B. ACTUAL PAX | C. DATE (YYMMDD)

D. CARRIAGE/MRO NUMBER | E. PSRO NUMBER | F. NAME OF ORIGIN ACTIVITY

G. NAME OF DESTINATION ACTIVITY | H. DESTINATION TRANSPORTATION OFFICER PHONE # | I. HQ MTMC DUTY OFCR PHONE #

J. GROUP LEADER

K. NAME | L. RANK/GRADE

M. UNIT/COMMAND ADDRESS (Include Zip Code)

N. UNIT/COMMAND NAME | O. PHONE NUMBER

P. NAME OF AIR CARRIER/BUS COMPANY | Q. ORIGIN | R. DESTINATION

AIR CARRIER PASSENGER SERVICE | COMMERCIAL BUS SERVICE

AREAS TO BE RATED	UNSATISFACTORY	MARGINAL	SATISFACTORY	VERY SATISFACTORY	EXCELLENT
1. CHECK-IN CONVENIENCE					
2. COURTESY OF PASSENGER AGENTS					
3. FLIGHT INFORMATION DISPLAY					
4. PROMPTNESS IN BOARDING AIRCRAFT					
5. BAGGAGE HANDLING					
6. MEAL SERVICE					
7. AIRCREW COURTESY					
8. AIRCRAFT CLEANLINESS					
9. AIRCRAFT CABIN TEMPERATURE					
10. ANNOUNCEMENTS (Timing, Clarity, Content)					
11. ARRIVAL TIMELINESS					
12. FLIGHT SAFETY					
13. OVERALL FLIGHT RATING					

	YES	NO
1. INTERIOR AND EXTERIOR OF BUS CLEANED		
2. LAVATORY CLEAN AND FUNCTIONAL WITH SUFFICIENT TISSUE, TOWELD, SOAP, AND WATER, IF APPLICABLE.		
3. EQUIPPED WITH FIRST AID KIT.		
4. CLEAN HEADREST COVERS SUPPLIED FOR EACH SEAT.		
5. OVERHEAD RACK SPACE PROVIDED OR COATS, HATS, AND PARCELS.		
6. TEMPERATURE CONTROLLED SO AS TO INSURE PASSENGER COMFORT REGARDLESS OF OUTSIDE TEMPERATURE.		
7. LIGHTING ADEQUATE TO SERVICE NEEDS OF INDIVIDUAL PASSENGERS		
8. CARRIER PERSONNEL NEAT, COURTEOUS, AND HELPFUL		
9. CARRIER ARRANGED FOR CLEAN AND SANITARY MEAL STOPS. MEALS CONSISTED OF GOOD QUANTITY, QUALITY, AND VARIETY.		
10. MEAL STOPS MADE DURING SPECIFIED MEAL HOURS.		
11. DURING MOVEMENT, BUS OPERATOR BRIEFED PERSON IN CHARGE CONCERNING IRREGULAR EVENTS AND REASONS FOR DELAY.		

REMARKS

DD Form 1341R

Figure A-1. Example of Blank Commercial Carrier Passenger Service

APPENDIX B

CRITERIA FOR ESTABLISHING PRIORITIES FOR SAAM, JOINT AIRBORNE, AND AIR TRANSPORTABILITY TRAINING OR EXERCISES

NOTE: An urgency of need or the existence of valid circumstances other than those for which channel airlift normally would be used must be established by competent authority before these priorities can be used. Eligible traffic will conform to the following priorities:

Priority 1A: Covers requirements to support:

1. Missions that support the President of the United States or Secret Service (approved by the Military Assistant to the President) will be identified Priority 1A(1) PHOENIX BANNER. Missions that support the Vice President or Secret Service are identified by the nickname PHOENIX SILVER. The U.S. Air Force project officer for Presidential flight support is the only source of assigning priority to PHOENIX BANNER and PHOENIX SILVER missions.

2. U.S. forces and other forces or activities in combat designated by the Joint Chiefs of Staff.

3. Programs that have been approved by the President for top national priority. NOTE: Such programs are set forth in the BRICK-BAT 01 category of the latest DoD Master Urgency List.

4. Special weapons.

Priority 1B: Covers requirements to support:

1. Missions specifically directed by the Office of the Secretary of Defense or the Joint Chiefs of Staff. PHOENIX COPPER missions which directly support the Secret Service when not supporting the President or Vice President.

2. Units, projects, or plans specifically approved for implementation by the Joint Chiefs of Staff.

Priority 2A: Covers requirements to support:

1. U.S. forces or activities and foreign forces or activities that are being deployed or are positioned and maintained in a state of readiness for immediate combat or direct combat or direct combat support.

2. Industrial production activities engaged in repair, modification, or manufacture of primary weapons, equipment, and supplies to prevent an impending work stoppage or to

reinstitute production if a stoppage has already occurred or when the material is required to accomplish emergency or controlling jobs.

Priority 2B: Covers requirements to support:

1. JCS--directed exercises.

2. JCS--coordinated exercises.

Priority 3A: Covers requirements to support:

1. Readiness or evaluation tests when airlift is required to support unit inspection or evaluation tests, including emergency deployment readiness exercises.

2. U.S. forces or activities and foreign forces or activities maintained in a state of readiness to deploy for combat and other activities essential to combat forces.

Priority 3B: Covers requirements to support:

1. Service training when airborne operations or airlift support is integral to combat readiness, e.g., field training exercises, proficiency airdrop, and air assault.

2. Combat support training, e.g., flare drops, unconventional warfare activities, and Joint Airborne Communication Center or Command Post.

3. Service schools requiring airborne, airdrop, or air transportability training as a part of the program of instruction.

4. Airdrop or air transportability or aircraft certification of new or modified equipment.

Priority 4A: Covers requirements to support:

1. U.S. forces and foreign forces or activities that are planned for employment in support of approved war plans and support activities essential to such forces.

2. Static loading exercises for those units specifically tasked to perform air transportability missions.

Priority 4B: Covers requirements to support:

1. Other U.S. forces or activities and foreign forces or activities.

2. Other non-DoD activities that cannot be accommodated by commercial airlift.

3. Static display for public and military events.

APPENDIX C

FORMAT FOR SAAM REQUEST

1. In order for requests to flow directly into the airlift deployment analysis system computer, strict format requirements must be followed. Requests with irregularities will automatically be segregated and will require individual attention to correct the error(s). Requests for all SAAM airlifts will be sent to the appropriate Service or theater validator(s). (See Appendix K for list of validators).

2. Format for Requesting Airlift.

MSGID/TITLE/ORIGINATOR//
AL1249REQ/TYPE OF REQUEST (SAAM OR JCS)/NUMBER (IF ASSIGNED)/ JCS PRIORITY/YOUR UNIT/PROJECT NAME (IF KNOWN)/INFO-ADDR//
ON/OFF/CLASSIFICATION/REF NUMBER/ONLOAD LOCATION/OFFLOAD LOCATION/AVAIL LOAD DATE/EARLIEST ARRIVAL OR PICK UP DATE/LATEST ARRIVAL DATE/NUMBER OF PAX/BAGGAGE SHORT TONS/CARGO SHORT TONS/CUBE OF CARGO AND BAGGAGE/COMMENTS (IF APPLICABLE)//
MSNREQ/CLASSIFICATION/REF NUMBER/NUMBER ACFT/TYPE ACFT/CONFIGURATION/MSN SUPPORT COMMENTS (I.E., FORKLIFTS)//
LOAD/CLASSIFICATION/REF NUMBER/CARGO REF/LOAD DESCRIPTION/QTY PLTS, VEHICLES, PCS NONPALLETIZED CARGO/CARGO WGT IN POUNDS/CUBE/LENGTH/WIDTH/HEIGHT/SECURITY CLASSIFICATION OF CARGO//
HAZCOMM/CLASSIFICATION/REF NUMBER/CARGO REF/SHIPPING NAME OF HAZ CARGO/PACKAGING PARA/NET EXP WGT (ENTER /-/ IF NOT APPLICABLE)//
CONTACTS/CLASSIFICATION/TYPE OF CONTACT, I.E., ONLOAD, EN ROUTE, ETC/LOCATION/NAME/DUTY PHONE/HOME PHONE//
BILLING/TAC, CIC, OR OTHER BILLING INFO (ENTER /-/ IF NOT KNOWN OR NOT USED)//
REMARKS/COMMENTS (ENTER /-/ IF NONE)//

3. Instructions for Completing Airlift Request Messages Information. Fields must be given in the order listed. Each field must be separated by a single slash (/). Each data-set must end with a double slash (//). Information within a field cannot contain a slash as part of the data content, since automated requests will interpret this as an end-of-field marker. To indicate a blank field enter /-/. A dataset line may not exceed 69 characters. The entire dataset may, however, require two or more lines of text. In this case, end each line with a complete field and begin the continuation line with a single slash (/) followed by the next field. A dataset field may not be split between two lines.

a. MSGID Dataset (required dataset).

(1) (Mandatory) Enter the dataset title, i.e., MSGID (5 characters maximum).

(2) (Mandatory) Enter the title of the message, i.e., AL1249 (6 characters maximum).

(3) (Mandatory) Enter the organization or location initiating the request (20 characters maximum).

b. AL1249REQ Dataset (Required dataset).

(1) (Mandatory) Enter the dataset title, i.e., AL1249REQ (9 characters maximum).

(2) (Mandatory) Enter the type of request, i.e., SAAM or JCS (4 characters maximum).

(3) (Conditional) Enter the SAAM number. NOTE: Initial requests for airlift will not contain a SAAM number until assigned by the appropriate validator. Therefore, requesters should enter "/-/" if the number is not known (4 characters maximum).

(4) (Conditional) Enter the airlift priority, i.e., 1B1 (3 characters maximum). Requesters should enter /-/ if the priority is not known.

(5) (Mandatory) Enter your unit identifier, i.e., NGB Andrews AFB (20 characters maximum).

(6) (Optional) Enter the project name, if applicable, i.e., drug interdiction. Enter /-/ if no project name (40 characters maximum).

(7) (Optional) Indicate if information addressees are to be copied on all subsequent messages by entering "Y." Enter "N" to exclude information addressees on subsequent messages (1 character maximum).

c. ONOFF Dataset (Required dataset).

(1) (Mandatory) Enter the dataset title, i.e., ONOFF (5 characters maximum).

(2) (Mandatory) Enter the security classification of this line, i.e., "U"--Unclassified, "C"--Confidential, "S"--Secret, or" "T"--Top Secret (1 character maximum).

(3) (Mandatory) Enter a reference number for each on/offload for each portion of the SAAM of JCS exercise. For multiple stops, enter a new reference number for each on/offload combination, i.e., ONOFF/U/1/KBLV/MYIG .... ONOFF/U/2/KHRT/MYIG .... ONOFF/U/3/KDYS/MYIG .... This number will tie each on/offload location and its requirement to the commodity description in the load and HAZCOM datasets (4 characters maximum).

(4) (Mandatory) Enter the name of the port of embarkation (POE) by name or International Civil Aviation Organization (ICAO) code (preferred entry) (16 characters maximum).

(5) (Mandatory) Enter the name of the port of debarkation (POD) by name or ICAO code (preferred entry) (16 characters maximum).

(6) (Mandatory) Enter the Greenwich Mean Time, expressed as "Z time" for the available-to-load date, i.e., 140100ZJUL91. If the time should be coordinated, also enter "COORD" (12 characters maximum).

(7) (Mandatory) For SAAMs, enter the pick-up date and time. For JCS exercises, enter the earliest arrival date. Use Greenwich Mean Time expressed at "Z time," i.e., 140200ZJUL91. If time should be coordinated, enter "COORD" (12 characters maximum).

(8) (Mandatory) Enter the Greenwich Mean Time, expressed as "Z time" for the latest arrival date, i.e., 141400ZJUL91. If time should be coordinated, enter "COORD" (12 characters maximum).

(9) (Conditional) Enter the number of passengers to be on/offloaded at each location. In the remarks dataset, identify all foreign nationals. If mission is a cargo SAAM, indicate Pax who may be couriers or technical escorts (5 characters maximum).

(10) (Conditional) Enter the total weight of the baggage, expressed in short tons, to the nearest tenth of a ton (5 characters maximum).

(11) (Conditional) Enter the total weight of the cargo, expressed in short tons, to the nearest tenth of a ton. Do not include baggage weight (5 characters maximum).

(12) (Conditional) Enter the total cubic feet of the cargo and baggage (6 characters maximum).

(13) (Optional) Enter any comments about the on/offload or timing, i.e., TBD (7 characters maximum).

d. MSNREQ Dataset (Optional dataset) if used, dataset must follow this format. If optional fields are not used, enter "/-/".

(1) (Mandatory) Enter the dataset title, i.e., MSNREQ (6 characters maximum).

(2) (Mandatory) Enter the security classification of this line. "U"--Unclassified, "C"--Confidential, "S"--Secret, "T"--Top Secret (1 character maximum).

(3) (Mandatory) Enter a reference number for each movement requirement. This number will correspond to an on/offload requirement number in the onoff dataset (4 characters maximum).

(4) (Optional) Enter the number of aircraft requested (3 characters maximum).

(5) (Optional) Enter the type of aircraft requested (8 characters maximum).

(6) (Optional) Enter the aircraft configuration requested (5 characters maximum).

(7) (Optional) Enter Mission support requirements, i.e., forklifts, X-loaders, pallets, etc. (37 characters maximum).

e. Load Dataset (optional dataset). If used, must follow this format. Enter "/-/" if optional fields are not used.

(1) (Mandatory) Enter the dataset title, i.e., load (4 characters maximum).

(2) (Mandatory) Enter the security classification of this line, i.e., "U," "C," "S," or "T" (1 character maximum).

(3) (Mandatory) Enter a reference number for each load description. This number will tie the load description in this dataset to its requirement in the ONOFF dataset (4 characters maximum).

(4) (Mandatory) Enter an identifier for each load description. This identifier, combined with the reference number, will tie the load description in this dataset to the hazardous commodity description in the HAZCOM dataset (1 character maximum).

(5) (Mandatory) Enter the cargo commodity description. Include service nomenclature and Department of Transportation (DOT) shipping name and class, if appropriate. NOTE: Do not use slashes within this dataset. Use a separate line for each commodity description. Begin each additional line of the dataset with "LOAD/" (16 characters maximum).

(6) (Optional) Enter the quantity of pallets, vehicles, or pieces of nonpalletized cargo (4 characters maximum).

(7) (Optional) Enter the individual weight of all nonpalletized cargo, equipment, and vehicles or total weight of pallets, in pounds (6 characters maximum).

(8) (Optional) Enter the unit cubic feet of all nonpalletized cargo or vehicles or the total cubic feet of pallets (5 characters maximum).

(9) (Optional) Enter the length, in inches, of all nonpalletized cargo or vehicles (3 characters maximum).

(10) (Optional) Enter the width, in inches, of all nonpalletized cargo or vehicles (3 characters maximum).

(11) (Optional) Enter the height, in inches, of all nonpalletized cargo or vehicles (3 characters maximum).

(12) (Mandatory) Enter the security classification of the cargo: "U" -- Unclassified; "C" -- Confidential; "S" -- Secret; "T" -- Top Secret; or "Y" -- Classified (1 character maximum).

f. HAZCOM Dataset (Optional Dataset). If used, dataset must follow this format. Enter "/-/" if optional fields are not used.

(1) (Mandatory) Enter the dataset title, i.e., HAZCOM (7 characters maximum).

(2) (Mandatory) Enter the security classification of this line, i.e., "U," "C," "S," or "T" (1 character maximum).

(3) (Mandatory) Enter a reference number for each hazardous commodity description. This number will tie each hazardous commodity description in this dataset to an on/offload requirement in the ONOFF dataset (4 characters maximum).

(4) (Mandatory) Enter an identifier for each commodity description. The identifier, combined with the reference number, will tie the commodity description in this dataset to the load description in the load dataset (1 character maximum).

(5) (Mandatory) Enter the proper shipping name of all hazardous items. Use the remarks dataset, if necessary. Hazardous materials will not be airlifted unless all provisions of subject regulation have been complied with. (For special weapons, provide the number and type units, type container, unit weight, and total weight-in to the On/Offload order. Nuclear weapons data are found in TO 11N-45-61 and TO 11N-45-51A(A).) (43 characters maximum).

(6) (Mandatory) Enter the packaging paragraph for hazardous items in accordance with AFR 71-4, TM 38-250, NAVSUP Pub 505(Rev), MCO P4030.19D, or DSAM 4145.3 (10 characters maximum).

(7) (Optional) Enter the total net explosive weight (NEW) (3 characters maximum). Indicate in the remarks dataset the NEW, by class, for each item containing DoD class/division 1.1, 1.2, or 1.3 explosives.

g. Contacts Dataset (Required Dataset)

(1) (Mandatory) Enter the dataset title, i.e., contacts (8 characters maximum).

(2) (Mandatory) Enter the security classification of the line, i.e., "U," "C," "S," or "T" (1 character maximum).

(3) (Mandatory) Enter the type of contact, i.e., Onload, En route, Best, Overall, Validator, etc. (10 characters maximum).

(4) (Mandatory) Enter the location of the contact (20 characters maximum).

(5) (Optional) Enter the full name of the contact (25 characters maximum).

(6) (Mandatory) Enter the office phone number. Include DSN and commercial, as applicable (18 characters maximum).

(7) (Optional) Enter the home phone number. Include the area code (18 characters maximum).

h. Billing Dataset (Conditional Dataset). If message originates from a SAAM validator, billing information is mandatory. If this dataset is used, follow this format. Enter "/-/" if optional fields are not used.

(1) (Mandatory) Enter the dataset title, i.e., billing (7 characters maximum).

(2) (Conditional) Enter the CIC, TAC, or appropriation chargeable, as applicable. If none of these are available, include the name and address of the specific organization reimbursing on direct billing basis. Not applicable for JCS exercises. Enter no more than 69 characters per line (255 characters maximum).

i. Remarks Dataset (Optional Dataset). If used, dataset must follow this format. Enter "/-/" if optional fields are not used.

(1) (Mandatory) Enter the dataset title, i.e., remarks (7 characters maximum).

(2) (Optional) Provide he following: (2500 characters maximum).

(a) Purpose of the SAAM. A brief, concise, unclassified statement, i.e., Purpose--Mission is airlifting support equipment for F-4E unit training exercise.

(b) Geographic location of information addressees. If you did not enter an "N" in the INFOADDR field of the AL1249REQ dataset, all information addressees included on the 1249 message will be copied on subsequent communications about the SAAM or JCS request.

(c) Justification for short-notice foreign clearance of cargo and aircraft. Justification must include detailed description of the commodity requiring clearance. Name and phone number of individuals who can provide additional justification for the rapid reaction or emergency SAAM, if required by HQ USAF/XOXXI.

(d) SAAM requirements submitted within 72 hours of the desired movement date are considered rapid reaction or emergency. A statement as to the rapid reaction or emergency requirement and the justification for airlift within 72 hours must be included in the remarks dataset. Individual declaring rapid reaction or emergency requirement and the justification for airlift within 72 hours must be included in the remarks dataset. Individual declaring rapid reaction or emergency requirement will be at least an 0-6 in rank, civilian equivalent, or designated representative. Also, that individual's name and rank must be included in the remarks dataset of the request.

(e) SAAM requirements for channel extension or flag stop will include the following additional information. Do not enter more than 69 characters per line (255 characters maximum). (See AFR 76-11, which establishes criteria for channel extensions and flag stops.)

1 Transportation Control Number(s).

2 AMC Channel Mission Identifier to be used, e.g., AJM804000140.

3 Contacts for initial channel onload station and point of channel extension for flag stop. NOTE: A required delivery date cannot be assigned to a flag stop or channel extension.

APPENDIX D

TYPE/CATEGORY OF TRAVEL

Travelers and type of travel are classified as defined below. The appropriate code will be determined from data entered on the GTR or ticket record.

Code	Categories
PT	Military personnel in TDY/TAD status.
CT	Civilian personnel in TDY/TAD status.
OA	Military officer personnel, PCS status accompanied by dependents.
EA	Military enlisted personnel, PCS status accompanied by dependents.
CC	Civilian personnel, PCS status accompanied by dependents.
PU	Military personnel, PCS not accompanied by dependents.
CU	Civilian personnel, PCS not accompanied by dependents.
DA	Family members accompanied by military principal.
DU	Dependents not accompanied by military principal.
CS	Family members accompanied by civilian principal.
CD	Dependents not accompanied by civilian principal.
HR	Human remains.
PR	Prisoners
FM	Foreign military
DS	Dependent student(s)
EL	Funded emergency leave, sponsor.
DL	Funded emergency leave, dependent(s).
CK	Cost-charge (checkage) travel.
FS	FMS travel.
PM	Active duty or retired members of the military departments in an armed forces patient status.
RL	Renewal agreement travel for leave (civilians).
SL	Individuals authorized space required travel under the overseas tour extension incentive program.
RS	Special combat leave.
RT	Authorized reimbursable air travel for Non-DoD sponsored passengers.
RC	Space available passengers traveling reimbursable space required.
TT	Team (Group) Travel

APPENDIX E

PORT CALL REQUEST - FAX SHEET
PASSENGER RESERVATION CENTER

FAX#: DSN 576-2807
(618) 256-2807

Routing Indicator _____
Phone _____

CHANNEL	TPP	NAME/RANK	NO SEATS	PRIORITY & TYPE/TRVL	SPONS SVC	RIC (SSN)	CIC	PET TYPE/ WEIGHT	CAGE SIZE

APPENDIX F

GRADE AND TITLE CODES

ARMY

General	GEN
Lieutenant General	LTG
*Major General	MG
*Brigadier General	BG
Colonel	COL
Lieutenant Colonel	LTC
Major	MAJ
Captain	CPT
First Lieutenant	1LT
Second Lieutenant	2LT
Cadet	CDT
*Officer Candidate	OC
Chief Warrant Officer	CW5, CW4, CW3, CW2
Warrant Officer 1	WO1
Warrant Officer Candidate	WOC
Sergeant Major of the Army	SMA
Command Sergeant Major	CSM
Sergeant Major	SGM
First Sergeant	1SG
Master Sergeant	MSG
Sergeant First Class	SFC
Staff Sergeant	SSG
Sergeant	SGT
Corporal	CPL
Specialist	SPC
Private First Class	PFC
Private	PV2
Private	PV1

NAVY / COAST GUARD/ USPHS/NOAA

Admiral	ADM
Vice Admiral	VAD
Rear Admiral	RAD
Commodore	COM
Captain	CPN
Commander	CDR
Lieutenant Commander	LCD
*Lieutenant	LT
Lieutenant Junior Grade	LJG
Ensign	ENS
Midshipman	MID
Chief Warrant Officer	WO4, WO3, WO2
Warrant Officer 1	WO1
Master Chief Petty Officer	CPM
Senior Chief Petty Officer	CPS
Chief Petty Officer	CPO
Petty Officer First Class	PO1
Petty Officer Second Class	PO2
Petty Officer Third Class	PO3
Seaman	SN
Seaman Apprentice	SA
Seaman Recruit	SR

AIR FORCE

General	GEN
Lieutenant General	LTG
*Major General	MG
*Brigadier General	BG
Colonel	COL
Lieutenant Colonel	LTC
Major	MAJ
Captain	CPT
First Lieutenant	1LT
Second Lieutenant	2LT
Cadet	CDT
Chief Master Sergeant	CMS
Senior Master Sergeant	SMS
Master Sergeant	MSG
Technical Sergeant	TSG
Staff Sergeant	SSG
Sergeant	SGT
Senior Airman	SRA
Airman First Class	A1C
Airman	AMN
Airman Basic	AB
OSI Agents	OSI

MARINES

General	GEN
Lieutenant General	LTG
*Major General	MG
*Brigadier General	BG
Colonel	COL
Lieutenant Colonel	LTC
Major	MAJ
Captain	CPT
First Lieutenant	1LT
Second Lieutenant	2LT
Chief Warrant Officer	WO5, WO4, WO3, WO2
Warrant Officer 1	WO1
Sergeant Major	SMJ
Master Gunnery Sergeant	MSG
First Sergeant	1SG

Sergeant	SGT
Corporal	CPL
Lance Corporal	LCP
Private First Class	PFC
Private	PVT
Master Sergeant	MSG
Gunnery Sergeant	GST
Staff Sergeant	SSG

DEPENDENTS
(All Services)

Dependent of DoD civilians	CVD
Officer dependents	OFD
Enlisted dependents	END

DOD CIVILIANS

Senior Executive Service (SES) Employees

SES-1	ES1
SES-2	ES2
SES-3	ES3
SES-4	ES4
SES-5	ES5
SES-6	ES6

General Manager (GM) or General Schedule (GS) Employees*

GS/GM-18	18
GS/GM-17	17
GS/GM-16	16
GS/GM-15	15
GS/GM-14	14
GS/GM-13	13
GS-12	12
GS-11	11
GS-10	10
GS-09	09
GS-08	08
GS-07	07
GS-06	06
GS-05	05
GS-04	04
GS-03	03
GS-02	02
GS-01	01

Wage Board (WG) Employees

All grades	WB

OTHER CIVILIANS*

Mister	1
Miss	2
Madame	3
Foreign Indigenous	F

FOREIGN NATIONAL MILITARY

Foreign National Enlisted (equivalent to U.S. enlisted grades E1-E3)	FEN
Foreign National Enlisted (equivalent to U.S. enlisted grades E4-E9)	FNC
Foreign National Warrant Officer (all)	FWO
Foreign National Officer (equivalent to U.S. officer grades 06 and above)	FCO
Foreign National Officer (equivalent to U.S. officers grade 05 and below)	FCD

* When entering data for the above, all entries are left justified and unused positions are left blank.

APPENDIX G

CHANNEL TRAFFIC MOVEMENT PRECEDENCE FOR PASSENGERS

Personnel eligible for carriage over the DoD common-user movement system must conform to the transportation priorities indicated below:

a. Transportation Priority 1:

(1) Personnel whose presence is required by an emergency so acute that precedence should be given over all other passenger traffic and who, under no circumstances, should be delayed en route for other passenger traffic.

(2) Medical evacuees.

(3) Active duty personnel and command-sponsored dependents on authorized emergency leave.

b. Transportation Priority 2:

(1) Personnel whose movement is necessary to meet a destination arrival deadline for accomplishing an essential mission.

(2) Personnel destined to units or activities whose presence is required by an emergency so acute that precedence should be given over all lower priority passenger traffic.

(3) Personnel on TDY status (traveling to an activity where TDY or TAD is to be performed).

(4) Personnel on permanent change of station (PCS) orders to "mobile" or moving final assignment duty station.

c. Transportation Priority 3:

(1) Personnel whose movement is necessary for accomplishing an essential mission.

(2) Personnel whose movement is necessary for accomplishing an important mission.

(3) Personnel returning to their duty station from emergency leave.

(4) Personnel returning to their duty station to terminate TDY status.

(5) Personnel on PCS orders to "fixed" or stationary final assignment duty station.

d. Transportation Priority 4:

(1) Personnel who are otherwise eligible for movement.

(2) Unaccompanied dependents.

(3) Personnel of non-DoD activities.

APPENDIX H

SPONSOR SERVICE CODES

Code

A - Army

F - Air Force

M - Marine Corps

N - Navy

X - Other DoD

(The base or installation routing indicator is coded as desired by the Services to indicate a subcommand breakout. If the requesting activity does not assign a subcommand breakout code, the letter "Z" will be entered as the second digit.)

APPENDIX I

RESPONSE CODES

Code	Explanation
A	Identifies a cancellation action resulting from a duplicate reservation (confirmation). (PRC initiated.)
B	Indicates cancellation of a request action or a confirmed reservation (request, confirmation, or group movement). Also acknowledges receipt of a cancellation action.
C	Identifies a confirmation to a passenger reservation request action.
D	Identifies a reservation cancellation action directed by higher headquarters.
E	Indicates an error was detected in an input transaction (request, confirmation, or substitution format.)
H	Identifies an advice notice or hold status. Indicates a seat is not available as requested and that action is being taken to arrange capability.
M	Identifies an AMC reservation activity manual booking.
N	Indicates that a name is being applied to a previously confirmed no-name or team travel integrity reservation request.
P	Indicates a request to block space (seats) for the movement of troops (group movement).
Q	Indicates a change in the number of seats required in a transaction (request, confirmation, or troop movement).
R	Indicates a passenger reservation request.
U	Indicates cancellation of a confirmed reservation, or hold status request to enter a new reservation request (same passenger to same destination, same reservation identification code) for a different travel performance period.
V	Indicates a name is being applied to a troop movement space block.
X	Indicates cancellation of reservation due to a mission schedule change. A new confirmation will be forwarded to the requesting activity.
Y	Identifies cancellation of reservation due to the nonavailability of AMC service during the travel period requested.

Terminal Use Only

Code	Explanation
F	Identifies a space available passenger.
G	Identifies a walk-in or previously delayed space required passenger.
J	Identifies a terminal input to cancel premanifested passengers who do not depart as port called.
W	Identifies a premanifested passenger.

APPENDIX J

STATCO PREPARATION INSTRUCTIONS

A. MANAGEMENT INFORMATION REPORTING

1. The Commercial Travel Offices (CTOs) providing travel services under contract with the military Services shall capture, record, and provide management data on all air, rail, bus, rental vehicle, and hotel/motel arrangements provided by the contractor in support of personnel performing official and unofficial travel. A consolidated file containing official travel data shall be received by MTMC/MTOP-TS within 15 calendar days after the end of the reporting month. For travel not arranged by CTOs, data will be submitted from the three Services' DFAS offices based on information extracted from Government Transportation Requests (GTRs) and shall be based on trip information versus segment information.

2. The following reporting media are currently acceptable:

a. Electronic transmission is the preferred method. Call MTMC/MTOP-TS for instructions at commercial (703) 681-6785 or DSN 761-6785.

b. Magnetic tape with the following specifications: 9 track, 6250 or 1600 BPI; EBCDID or ASCII; labeled; unblocked or blocked at 20 records.

(1) Include an internal label with selected specifications.

(2) The selected specifications shall also be indicated on an external label affixed to the reel; include name and address for the tape return.

EXAMPLE: STATCO
Data month
9 track
Density (state 6250 or 1600)
Character (state EBCDIC or ASCII)
Blocking Factor (state unblocked or blocked at 20)
Name and address for tape return

c. Diskette with the following specifications: High- or low-density diskettes; 3 1/2-inch or 5 1/4-inch size; standard ASCII.

(1) Use the following convention for naming the file: File name shall be STATCO; the file name extension shall be the 3-letter abbreviation for the data month being reported, e.g., STATCO.APR

(2) External label on diskette must indicate: STATCO
Data month
Fiscal year

3. Tape or diskette must be mailed to Commander, MTMC, Attn: MTOP-TS, 5611 Columbia Pike, Falls Church VA 22041-5050.

B. AIR PASSENGER MOVEMENTS

The following data on official government air travel are to be provided to HQ MTMC/MTOP-TS monthly be electronic transmission, magnetic tape, or diskette. One record should be generated for each trip segment for CTO-submitted data. Segment occurs when carrier or fare class changes. (EXCEPTION: A side round trip within an itinerary must be reported as two segments so that mileage can be derived.) One record should be generated for each trip of DFAS-submitted data. Group movements arranged by MTMC and identified by CAM, MRO, and MAIN symbol numbers are to be reported.

POSITION	DATA ELEMENT/DESCRIPTION
1-4	Preparing Commercial Travel Office (CTO). Enter four-position code assigned by MTMC.
5	Card Identifier/Category of Travel. Enter either "C", "Z", or "S" on all segment records. If travel originates and terminates within the continental United States (CONUS), use character "C" on every segment. If Category Z fare applies on any route segment, and travel is between CONUS and an overseas location, or intertheater, use character "Z" on every segment. If standard commercial fares apply, and travel is between CONUS and an overseas location, or intertheater, use character "S" on every segment.
6-7	Type/Category of Traveler. Travelers and type are classified as defined below. The appropriate code will be determined from data entered on the ticket record. See Appendix D for list of traveler type codes.
8-11	Number of Passengers. Enter the total number of passengers traveling on each ticket/TR in the first segment record. Right justify entry and precede with zero(s) to complete the field, e.g., 0001. Fill this field with zero(s) in the second and succeeding trip segment records.
12-16	Transportation Charges (dollars). Enter the total transportation charge for each segment of travel which you report. The charge shall include the following: a. Federal U.S. transportation tax, if applicable.

POSITION	DATA ELEMENT/DESCRIPTION
	b. Three dollar ($3) charge per passenger if the origin is a CONUS point (including Alaska and Hawaii) and the destination is an international point. (Round transportation charges to nearest whole dollar; i.e.; 0-49 cents, drop cents; 50-99 cents, increase charges to next whole dollar. Right justify entry and precede with zero(s) to complete the field.) EXAMPLES: a. Record $153.59 as 00154 b. Record $153.49 as 00153
17	Mode of Travel. Use constant alpha character "A" to indicate air travel.
18-20	Reserved.
21-23	Origin Airport Code. Enter 3-letter alpha airport code indicated on the ticket record. Standard airport codes are contained in the North American and International Editions of the Official Airline Guide.
24-30	Reserved.
31-33	Destination Airport Code. Follow same instructions as indicated for origin airport code.
34-40	Reserved.
41	Type of Trip. Use constant numeric character "1".
42	Passenger Standing Route Order (PSRO) Identifier. Enter "P" to identify PSRO travel. Leave blank on all other moves.
43-44	Air Carrier. Enter appropriate air carrier code from the ticket record. Standard air carrier codes are contained in the North American and International Editions of the Official Airline Guide.
45-46	Reserved.
47	Bulk Ticket Purchase Identifier. Enter code "B" to identify records annotated "Bulk Purchase" in the special accommodations and requirements space on the ticket record. Leave blank on all other moves.
48	Reserved.
49-50	Car Rental Rate (Dollars). Enter rate charged. Leave blank if no rental arrangement was made.
51-52	Lowest Available Rate (Dollars). “RESERVED”

POSITION	DATA ELEMENT/DESCRIPTION
53-59	Ticket Number. Enter the ticket number under which travel occurred. Provide the last seven characters, e.g., ticket number 0012345654321 will appear in record as 5654321. Also, enter the ticket number in succeeding segment records.
60-66	Fare Class. Enter the complete fare class code if less than seven characters, left justify entry and leave remaining positions blank. EXAMPLE: Y E 4 6
67	For round-trip tickets, enter "R" in position 67 of the outward destination record. EXAMPLE: ROUTE (21-23 & 31-33) GO JAX-ATL — Y ATL-DCA (outward destination) — YE46___R RTN DCS-ATL — YE46 ATL-JAX — Y
68	Car Rental Indicator. Enter "R" to indicate car rental.
69-71	Car Rental Pickup Location. Enter three-letter alpha airport code for car rental pickup location.
72-73	Car Rental Company. Enter two-position code for car rental company. (See figure J-3 for company codes.)
74	Type Vehicle. Enter one-position alpha code for type vehicle. (See figure J-1 for vehicle codes.)
75-76	Number of Car Rental Days. Precede with zero if number of day is 1-9.
77	Car Rental Discount Indicator. Enter "Y" to indicate government discount rate. Otherwise, leave blank.
78	Record Sequence Designator. Enter alpha character to designate the order of each trip segment, e.g., WAS-DFW-LAX-WAS. Trip Segment — Alpha Designator WAS - DFW . . . . . — A DFW - LAX . . . . . — B LAX - WAS . . . . . — C
79	Sampling Factor. Use constant numeric character "1".

POSITION	DATA ELEMENT/DESCRIPTION
80	DoD Component. Travel will be classified by DoD Component. Select appropriate code from Appendix H.
81	Hotel Reservations. Enter the number of travelers included in this record if hotel reservation was made.
82-84	Destination City Code. Enter three-letter alpha airport code or, if mode is rail, use rail station code.
85-105	Hotel/Motel City. Enter spelling as shown in reservation system, left justify. Use complete city and spaces to complete the field if name is short; enter as many letters as possible if city name is long.
106-107	Hotel/Motel State. Enter two-position numeric state code.
108-109	Hotel/Motel Code. Enter two-position code from reservation system.
110-112	Number of Hotel/Motel Nights. If more than one traveler is included in the record, add number of nights for each. Enter the total number for all travelers. Right justify.
113-115	Hotel/Motel Charge (Dollars). Enter rate charged. Right justify.
116-118	Lowest Available Rate (Dollars). "RESERVED"
119-121	Discount Indicator. Enter code for type of government discount rate. The Standard Rate Categories and codes are as follows:

Code	Category
V	Convention
COR	Corporate
FAM	Family Plan
GOV	Government
MIL	Military
PRO	Promotional
SCR	Senior Citizen
TOR	Tour Package
WKD	Weekend
RAC	RAC
ALL	All

POSITION	DATA ELEMENT/DESCRIPTION

Reason Codes for Compliance/Non-Compliance with DoD Airlift Policy. Enter code from the list below on every air segment to identify appropriate reason for use/non-use of particular carrier and/or fare class. More than one code may apply to one segment.

122-124 Reason Codes for Use/Non-Use of CRAF Carrier. Enter appropriate code from list below for use/non-use of Civil Air Reserve Fleet (CRAF) carrier. If only two positions apply, left justify in positions 122-123.

Code	Reason for Use/Non-Use
R 0	CRAF carrier used.
R 1	Destination not serviced by CRAF carrier.
R 2	Did not meet mission requirements.
R 3	Seat not available.
R 4	Traveler refused CRAF carrier because: a. Airport specified b. Carrier specified c. Routing specified d. Time specified e. Personal reasons f. Other

125-127 Reason Codes for Use/Non-Use of Contract Air. Enter appropriate code from the list below on every segment for use/non-use of GSA contract city pair fare where a contract exists. If only two positions apply, left justify in positions 125-126.

Code	Reason for Use/Non-Use
C 0	Contract fare used.
C 1	Scheduled contract fare flights are not available in time to meet mission requirements or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip.
C 2	The contractor's flight schedule is inconsistent with explicit policies of individual federal departments and agencies where applicable to schedule travel during normal working hours.
C 3	A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the government to include the combined costs of transportation, lodging, meals, and related expenses.

POSITION	DATA ELEMENT/DESCRIPTION

Code	Reason for Use/Non-Use
	NOTE. This exception does not apply if the contract carrier(s) offers a comparable fare and has seats available at the fare, or if the lower fare offered by a non-contract carrier is restricted to government and military travelers on official business and may only be purchased with a GTR or government travel card, e.g., YDG, MDG, QDG, VDG, and similar fares.
C 4	Seat not available on contract air carrier.
C 5	Used contract fare for portion of trip, but not entire trip.
C 6	Non-contract fare used on contract carrier (lower fare than CA.)
C 7	Traveler refused contract fare because: a. Airport specified b. Carrier specified c. Routing specified d. Time specified e. Personal reasons f. Other
C 8	No-cost ticket (frequent flyer)
C 9	Foreign Military Sales (FMS)

128-129 Reason Codes for Non-Use of AMC Airlift. Enter appropriate two-position code from the list below for non-use of AMC airlift for every segment of international travel.

Code	Reason for Use/Non-Use
A 1	Destination not serviced by AMC
A 2	Did not meet mission requirements
A 3	Seat not available
A 4	Other

130 AMC Non-Use Fare Type Codes. When travel is to an international point and AMC the normal routing but commercial was used, enter the appropriate code from the list below for fare type use on international segment(s).

Code	Reason for Use/Non-Use
C	Contract air
Y	Commercial standard (Coach)
Z	Category Z fare
G	Other government fare
S	General public discount fare

POSITION	DATA ELEMENT/DESCRIPTION
131-132	Reason Codes for Use of First and Business Class. Enter the appropriate two-position code on every segment where first or business class is used.

Code	Reason for Use/Non-Use
B 1	Business class authorized by condition in JFTR/JTR.
B 2	Foreign Military Sales agreement/contract specifies business class.
B 3	Only business class available on foreign flag carriers over intratheater route.
F 1	First class travel authorized by military Service Secretary.
F 2	First class is only class of service provided between authorized origin and destination.
F 3	Automatic no-cost upgrade over domestic segment provided to passenger by carrier as part of authorized business class fare structure.
X 0	Business class fare used in conjunction with a no-cost upgrade.

C. RAIL AND BUS PASSENGER MOVEMENTS

The following data on official government travel are to be provided to MTMC/MTOP-TS monthly by electronic transmission, magnetic tape or diskette. One record should be generated for each trip. All fields for which data are not specified should be left blank. Call MTMC/MTOP-TS for transmission instructions.

POSITION	DATA ELEMENT/DESCRIPTION
1-4	Preparing Commercial Travel Office (CTO). Enter four-position numeric code assigned by MTMC.
5	Card Identifier/Category of Travel. Enter "C" on all records.
6-7	Type/Category of Traveler. Travelers and type are classified as defined below. The appropriate code will be determined from data entered on the ticket record. See Appendix D for list of traveler type codes.
8-11	Number of Passengers. Enter the total number of passengers traveling on each ticket in the first segment record. Right justify entry and precede with zero(s) to complete the field, e.g., 0001. Fill this field with zero(s) in the second and succeeding trip segment records.

POSITION	DATA ELEMENT/DESCRIPTION
12-16	Transportation Charges (Dollars). Enter the total transportation charge for each segment of travel identified on each ticket. Round transportation charges to nearest whole dollar, i.e., 0-49 cents, drop cents; 50-99 cents, increase charges to next whole dollar. Right justify entry and precede with zero(s) to complete the field.) EXAMPLES: a. Record $153.59 as 00154 b. Record $153.49 as 00153
17	Mode of Travel. Use character "R" to indicate rail travel and "B" to indicate bus travel.
18-20	Class of Travel. Enter "CA" for coach, "CHA" for charter and "FIR" for first.
21-28	Origin City. a. Single Name Cities: Use all letters of single name cities of eight or less letters. If less than eight letters, do not add additional characters. b. Multiple Name Cities: If the city is composed of two words, four letters from each word should be entered. EXAMPLE: Wichita Falls, Texas, becomes "WICHFALL." If the first word contains less than four letters, more letters can be used form the second word, e.g., San Francisco is entered "SANFRANC." No spaces should exist between words. If the city name is composed of three words, then three letters from each of the first two words and two letters from the last word should be entered, e.g., San Juan Capistrano, California, would be entered "SANJUACA." c. Military Installation Names: Use the surname only of military installations named for an individual. e.g., enter "MEADE" for Fort George G. Meade. NOTE: There are three exceptions to the above: a. Fort Leonard Wood should be coded "LEONWOOD." b. Fort Benjamin Harrison should be coded "BENJHARR." c. Fort Sam Houston should be coded "SAMHOUST." Since the origin/destination field is limited to eight characters, omit symbols indicating the type of military installation as Fort, Camp, AFB, MCAS, and NAS.

POSITION	DATA ELEMENT/DESCRIPTION
29-30	Origin State. Enter the two-position numeric state code. (Codes provided at figure J-2.)
31-38	Destination City. Follow the same instructions as indicated for origin city.
39-40	Destination State. Follow the same instructions as indicated for origin state.
41	Type of Trip.

Codes	Type Trip
1	One-way trip
2	Round trip

42	Passenger Standing Route Order (PSRO) Identifier. Enter "P" to identify PSRO travel. Leave blank on all other moves.
43-46	Bus Carrier. Enter appropriate Standard Carrier Alpha Code (SCAC) from the ticket record. SCAC codes are contained in the Directory of Standard Multi-Modal Carrier and Tariff Agents Codes.
47	Bulk Ticket Purchase Identifier. Enter code "B" to identify "Bulk Purchase" if annotated in the ticket record. Leave blank on all other moves.
48	Reserved.
49-50	Car Rental Rate (Dollars). Enter rate charged. Leave blank if no rental arrangement was made.
51-52	Lowest Available Rate (Dollars). Enter lowest car rental rate available at time arrangement was made. Leave blank if no rental.
53-67	Reserved.
68	Car Rental Indicator. Enter "R" to indicate car rental.
69-71	Car Rental Pickup Location. Enter three-letter alpha airport code for car rental pickup location or alpha code of nearest airport to car rental pickup location.
72-73	Car Rental Company. Enter two-position code for car rental company. (See figure J-3 for company codes.)

POSITION	DATA ELEMENT/DESCRIPTION
74	Type Vehicle. Enter one-position alpha code for type vehicle. (See figure J-1 for vehicle codes.)
75-76	Number of Rental Days. Precede with zero if number of days is 1-9.
77	Car Rental Discount Indicator. Enter "Y" to indicate government discount rate. Otherwise, leave blank.
78	Record Sequence Designator. Enter alpha character to designate the order of each trip segment, e.g., WAS-DFW-LAX-WAS.

Trip Segment	Alpha Designator
WAS - DFW	A
DFW - LAX	B
LAX - WAS	C

79	Sampling Factor. Enter constant numeric character "1" to indicate 100 percent.
80	DoD Component. Travel will be classified by DoD Component. Select appropriate code from list at Appendix H.
81	Hotel Reservations. Enter the number of travelers included in this record if hotel reservation was made.
82-84	Destination City Code. Enter three-letter alpha airport code or, if mode is rail, use rail station code.
85-105	Hotel/Motel City. Enter spelling as shown in reservation system, left justify. Use complete city and spaces to complete the field if name is short; enter as many letters as possible if city name is long.
106-107	Hotel/Motel State. Enter two-position numeric state code.
108-109	Hotel/Motel Code. Enter two-position code from reservation system.
110-112	Number of Hotel/Motel Nights. If more than one traveler is included in the record, add number of nights for each. Enter the total number for all travelers. Right justify.
113-115	Hotel/Motel Charge (Dollars). Enter rate charged. Right justify.
116-118	Lowest Available Rate (Dollars). Enter lowest available rate at time arrangement was made. Right justify.

POSITION	DATA ELEMENT/DESCRIPTION
119-121	Discount Indicator. Enter code for type of government discount rate. The Standard Rate Categories and codes are as follows:

Code	Category
V	Convention
COR	Corporate
FAM	Family Plan
GOV	Government
MIL	Military
PRO	Promotional
SCR	Senior Citizen
TOR	Tour Package
WKD	Weekend
RAC	RAC
ALL	All

122-132	Blank
133-135	Commercial Travel Office (CTO company name). "RESERVED"

TYPE VEHICLE CODES

The following codes will be used to identify type vehicles:

Compact	C
Economy	E
Mid-SizeI	
Full Size	S
Other	O

Figure J-1. Type Vehicle Codes.

STATE CODES

Code	State	Code	State
01	Alabama	31	Nebraska
04	Arizona	32	Nevada
05	Arkansas	33	New Hampshire
06	California	34	New Jersey
08	Colorado	35	New Mexico
09	Connecticut	36	New York
10	Delaware	37	North Carolina
11	District of Columbia	38	North Dakota
12	Florida	39	Ohio
13	Georgia	40	Oklahoma
16	Idaho	41	Oregon
17	Illinois	42	Pennsylvania
18	Indiana	44	Rhode Island
19	Iowa	45	South Carolina
20	Kansas	46	South Dakota
21	Kentucky	47	Tennessee
22	Louisiana	48	Texas
23	Maine	49	Utah
24	Maryland	50	Vermont
25	Massachusetts	51	Virginia
26	Michigan	53	Washington
27	Minnesota	54	West Virginia
28	Mississippi	55	Wisconsin
29	Missouri	56	Wyoming
30	Montana		

Figure J-2. Numeric State Codes.

RENTAL CAR COMPANY CODES

Rental Company	Codes	Rental Company	Codes
A-1 Rent-A-Car	30	Duncan Ford-Linc-Merc	27
ABC Rent-A-Car	40	Eagle	70
Ace Rent-A-Car	AC	East Coast Auto Rental	35
Advantage	AD	Econo Car	ZC
Aero	28	Economy Rent-A-Car	35
Affiliated Leasing	41	Elite Rent-A-Car	18
Agency Rent-A-Car	AG	Enterprise Rent-A-Car	ET
Airports	AP	Europe Car	EP
Airways Rent-A-Car	AW	European Car Res	EC
Ajax Rent-A-Car	AJ	Eurorent	ER
Alabama Car Rental	16	Exchange Rental Car	XR
Alamo Rent-A-Car	AL	Executive Rent-A-Car	EX
Allstate Rental Car	52	Express Car Rental	24
Alpha Leasing	80	Fallon Ford	72
American Auto Rental	AA	Florida Rent-A-Car	FL
American International	AI	Ford dealer	FD
Arrow Rental Car	53	Fort Wood Rental	12
Associated Rent-A-Car	AR	Freedom Rent-A-Car	FR
Auto Europe Cars	AE	General Car Rental	13
Auto Express Rent-A-Car	34	General Rent-A-Car	ZN
Auto Host	ZH	Gloucester	79
Avcar	VR	Golden West Rent-A-Car	GW
Avis Rent-A-Car System	ZI	Gordon Chevrolet	63
Aztec Rent-A-Car	29	Gordon Rent-A-Car	GN
Bill Dodge Olds	66	Gray Line Rent-A-Car	GL
Bodwell Motors	69	Hertz Corporation	ZE
Brunswick ford	81	Holiday Hawaii	WW
Budget Rent-A-Car	ZD	Homestead Rent-A-Car	59
C&C Ford	47	Hudson Auto Rental	HU
Capps Rent-A-Car	CP	Interamerican Car Rental	IA
Car Temps	CT	IRA Car Systems	IS
Cardinal Car Rental	57	ITS Car Rental	SL
Car Truck Leasing	78	Jannell Motor Lease	71
Charleston Lincoln	74	John Lott Rental Car	26
Chevrolet Dealer	76	K.A. Childs Leasing	75
Choice Auto Rental	CA	Kemwell Rent-A-Car	KG
Continental Rental Co.	15	Kent Market	73
Crossroads Rental	51	Ladki Int'l Rent-A-Car	RL
Discount Rent-A-Car	42	Lloyd Rental Car	49
Dave El Livery	DA	Mages	32
Dayton Andrews Rental	62	Major Rent-A-Car	MJ
Dollar Rent-A-Car	ZR	MDC Leasing	43

Figure J-3. Car Rental Company Codes.

Rental Company	Codes	Rental Company	Codes
Midway Rent-A-Car	MW	Sears Rent-A-Car	ZS
Millington Leasing	77	Siroe Rent-A-Car	65
Minicost Car & Limo	MC	Snappy Car Rental	SN
Minirate	MR	Southgate Ford	SF
National	ZL	Southwest Car Rental	38
Navy Exchange	46	Standard Rent-A-Car	ST
Nellis Rental Car	50	Stengers Rental Car	20
Nissan DR	NZ	Tacoma Auto Rental	39
Pacific Car Rental	58	Thrifty Rent-A-Car	ZT
Paragon Rent-A-Car	PG	Tilden Rent-A-Car	TS
Payless Car Rental	HO	Town & Country Car Rental	TW
Promo Car	PM	Travelers Rent-A-Car	TV
Rainbow Rental	68	Triangle Rental	TL
Ramada Cars	RC	Tropical Rent-A-Car	TR
Rent-A-Heap	55	Ugly Duckling Car Rental	56
Rent-A-Wreck	RW	USA Rent-A-Car	US
Rent Rite Cars	RR	USave Auto Rental	22
Rental Car	XX	Value Rent-A-Car	GO
Rices Rental Land	54	Virginia Auto	14
Rittenhouse Lincoln	33	Wheels for Rent	82
RPM Rent-A-Car	RP	World Wide Rent-A-Car	WO
S & S Express	61	3C Rent-A-Car	31
S & S Leasing	60	99 Cents Per Hour	48
Sam Folmar Motors	37		

Figure J-3. Car Rental Company Codes (Cont')

APPENDIX K

SAAM REQUIREMENTS VALIDATOR LIST

JOINT COMMANDS

WHITE HOUSE MILITARY OFFICE

Message Address:

WHMO WASH DC//AIR OPS//

COMM: (202) 395-2006
DSN: 284-2000, ext 52006
FAX: (202) 638-1578

Mailing Address:

White House Military Office
Old Executive Office Bldg, Rm 405
Washington DC 20500

JOINT STAFF/J4

Message Address:

JOINT STAFF WASHINGTON DC//J4-LRC//

COMM:
DSN: 227-0744
FAX: (703) 614-2569
224-2569

Mailing Address:

Joint Staff/J4
Strategic Mobility Division
4000 Joint Staff Pentagon
Washington DC 20318-4000

JOINT SPECIAL OPERATIONS COMMAND (JSOC)/J4TR

Message Address:

COMJSOC FT BRAGG NC//J4TR//

COMM: (910) 396-0514
DSN: 236-0514
FAX:

Mailing Address:

COMJSOC/J4TR
P.O. Box 70239
Ft Bragg NC 28307-5000

U.S. ATLANTIC COMMAND (USACOM)

Message Address:	Mailing Address:
CINCUSACOM NORFOLK VA//J4-LRC//	U.S. Atlantic Command 1562 Mitscher Ave Suite 200 Norfolk VA 23551-2488

COMM: (757) 322-5171
DSN: 836-5171
FAX: 836-5230

HQ U.S. CENTRAL COMMAND (USCENTCOM) CCJ4/J7

Message Address:	Mailing Address:
USCINCCENT MACDILL AFB FL//CCJ4/7-M//	HQ USCENTCOM/CCJ4/7-M MacDill AFB FL 33608-7001

COMM: (813) 830-6602
DSN: 968-6602
FAX:

U.S. SPECIAL OPERATIONS COMMAND (SOCOM) SOJ4-O

Message Address:	Mailing Address:
USCINCSOC MACDILL AFB FL//SOJ4-O//	USSOCOM/SOJ4-O MacDill AFB FL 33608-6001

COMM: (813) 830-3886
DSN: 968-3886
FAX: 968-4741

U.S. STRATEGIC COMMAND (USSTRATCOM) J42

Message Address:	Mailing Address:
USSTRATCOM OFFUTT AFB NE//J42//	USSTRATCOM/J42 Offutt AFB NE 68113-5001

COMM:
DSN: 271-6919
FAX:

U.S. TRANSPORTATION COMMAND (USTRANSCOM/)/TCJ3

Message Address:

USCINCTRANS SCOTT
AFB IL//TCJ3-D//

COMM: (618) 256-8105
DSN: 576-8105
FAX: 576-8029

Mailing Address:

United States Transportation Command
Attn: TCJ3-D
508 Scott Drive
Scott AFB IL 62225-5357

AIR FORCE

HQ AIR COMBAT COMMAND (ACC)/LGTA

Message Address:

HQ ACC LANGLEY AFB
VA//LGTRA//

COMM: (757) 764-3213
DSN: 574-3213
FAX: 574-4414

Mailing Address:

HQ ACC/LGTRA
130 Douglas Street, Suite 210
Langley AFB VA 23665-2791

AIR COMBAT COMMAND (ACC) CPS/PST

Message Address:

ACC CPS LANGLEY AFB VA//PS//

COMM: (804) 51-4490
DSN: 574-9490
FAX: (804) 764-9477
574-9477

Mailing Address:

ACC CPS/PST
11817 Canon Blvd, Suite 310
Newport News VA 23606-1988

HQ AIR EDUCATION AND TRAINING COMMAND (AETC)/LGTT

Message Address:

HQ AETC RANDOLPH
AFB TX//LGTT//

COMM: (210) 652-4776
DSN: 487-4776
FAX:

Mailing Address:

HQ AETC/LGTT
555 E Street East
Randolph AFB TX 78150-4440

HQ AIR FORCE MATERIEL COMMAND (AFMC)/LGTT

Message Address:

HQ AFMC WRIGHT PATTERSON
AFB OH//LGTT//

COMM: (513) 257-3372
DSN: 787-3372
FAX: 787-3371

Mailing Address:

HQ AFMC/LGTT
4375 Chidlaw Road, Suite 6
Wright Patterson AFB OH 45433-5001

HQ AIR FORCE RECRUIT OFFICER TRAINING CORPS (AFROTC)/DO

Message Address:

HQ AFROTC MAXWELL
AFB AL//DOTF/DOTS//

COMM: (205) 953-6458
DSN: 493-6458
FAX:

Mailing Address:

HQ AFROTC/DO
Maxwell AFB AL 36112-6663

HQ AIR FORCE RESERVE (AFRC)/LGTN

Message Address:

HQ AFRC ROBINS AFB GA//LGTN//

COMM: (912) 926-1708
DSN: 497-1708
FAX:

Mailing Address:

HQ AFRC/LGTN
155 2nd Street
Robins AFB GA 31098-1635

HQ AIR FORCE SPACE COMMAND (AFSPACE)/LGTT

Message Address:

HQ AFSPC PETERSON
AFB CO//LGTT//

COMM:
DSN: 692-5345
FAX:

Mailing Address:

HQ AFSPACECOM/LGTT
Peterson AFB CO 80914-5001

HQ AIR FORCE SPECIAL OPERATIONS COMMAND (AFSOC)/DOOOA

Message Address:

HQ AFSOC HURLBURT
FLD FL//DOO//

COMM:
DSN: 579-2211
FAX:

Mailing Address:

HQ AFSOC/DOOOA
100 Bartley Street, Suite 225
Hurlburt Field FL 32544-5273

HQ AIR FORCE TECHNICAL APPLICATIONS CENTER (AFTAC)/LG

Message Address:

HQ AFTAC PATRICK AFB FL//LG//

COMM: (407) 494-4456
DSN: 854-4456
FAX:

Mailing Address:

HQ AFTAC/LG
Patrick AFB FL 32925-6001

For Contingency Purposes to validate intra/inter-theater airlift requests in support of short-notice deployment or other special operations deployment.:

COMM: (916 643-6137)
DSN: 633-6137
FAX:

Mailing Address:

Tech Operations Division/LG
McClellan AFB CA 95652-6437

HQ AIR INTELLIGENCE AGENCY (AIA)/LEST

Message Address:

HQ AIA DIR OF LOG AND ENGR
KELLY AFB TX//LEST//

COMM: (210) 977-2068
DSN: 969-2068

Mailing Address:

HQ AIA/LEST
102 Hall Blvd, Suite 258
San Antonio TX 78243-7030

HQ AIR MOBILITY COMMAND (AMC)/CEOR

Message Address:

HQ AMC SCOTT AFB IL//CEOR//

COMM: (618) 256-6452
DSN: 576-6452
FAX:

Mailing Address:

HQ AMC/CEOR
Scott AFB IL 62225-5001

HQ AIR MOBILITY COMMAND (AMC)/IGIX

Message Address:

HQ AMC SCOTT AFB IL//IGIX//

COMM: (618) 256-5224
DSN: 576-5224
FAX:

Mailing Address:

HQ AMC/IGIX
Scott AFB IL 62225-5001

HQ AIR MOBILITY COMMAND (AMC)/SE

Message Address:

HQ AMC SCOTT AFB IL//SE//

COMM: (618) 256-2003
DSN: 576-2003
FAX:

Mailing Address:

HQ AMC/SE
Scott AFB IL 62225-5101

HQ AIR MOBILITY COMMAND (AMC)/SPX

Message Address:

HQ AMC SCOTT AFB IL//SPX//

COMM: (618) 256-4966
DSN: 576-4966
FAX:

Mailing Address:

HQ AMC/SPX
502 Scott Drive, Rm 330
Scott AFB IL 62225-5318

HQ AIR MOBILITY COMMAND (AMC)/TEP

Message Address:

HQ AMC SCOTT AFB IL//TE//

COMM: (618) 256-6798
DSN: 576-3903
FAX:

Mailing Address:

HQ AMC/TEP
402 Scott Drive, Unit 1K5
Scott AFB IL 62225-5364

HQ AIR MOBILITY COMMAND (AMC) TACC/LOC

Message Address:	Mailing Address:
HQ AMC TACC SCOTT AFB IL//LOC//	HQ AMC TACC/LOC Scott AFB IL 62225-5001

COMM: (618) 256-7908
DSN: 576-7908
FAX:

HQ AIR MOBILITY COMMAND (AMC) TACC/XOGM

Message Address:	Mailing Address:
HQ AMC TACC SCOTT AFB IL//XOGM//	HQ AMC/TACC/XOGM Scott AFB IL 62225-5001

COMM: (618) 256-5673
DSN: 576-5673

HQ AIR MOBILITY COMMAND (AMC) TACC/XOOL

Message Address:	Mailing Address:
HQ AMC TACC SCOTT AFB IL//XOOL//	HQ AMC TACC/XOOL Scott AFB IL 62225-5001

COMM: (618) 256-5970
DSN: 576-5970
FAX:

HQ AIR MOBILITY COMMAND (AMC) TACC/XOOS

Message Address:	Mailing Address:
HQ AMC TACC SCOTT AFB IL//XOOS//	HQ AMC TACC/XOOS Scott AFB IL 62225-5001

COMM: (618) 256-1774
DSN: 576-1774
FAX:

AIR NATIONAL GUARD READINESS CENTER (ANGRC)/LGRT

Message Address:

ANGRC ANDREWS AFB MD//LGRT//

COMM: (301) 981-2143
DSN: 858-8511
FAX:

Mailing Address:

ANGRC/LGRT
Andrews AFB MD 20331-6008

HQ AIR RESERVE PERSONNEL CENTER (ARPC)/XPR

Message Address:

HQ ARPC LOWRY AFB CO//RC/LGX//

COMM: (303) 676-7081
DSN: 926-7081
FAX:

Mailing Address:

HQ ARPC/RC/LGX
6760 E. Irvington Place #5500
Denver CO 80280-5000

HQ CIVIL AIR PATROL (CAP)-USAF/DOO

Message Address:

HQ CAP USAF MAXWELL
AFB AL//DOO//

COMM:
DSN: 493-7457
FAX:

Mailing Address:

HQ CAP-USAF/DOO
Maxwell AFB AL 36117

FD2388 TRANSPORTATION OFFICER

Message Address:

DIR SP WPNS KELLY
AFB TX//SWRST//

COMM: (512) 925-7602
DSN: 945-7602
FAX:

Mailing Address:

FD2388 Transportation Officer
Bldg 1420 SWRST
Kelly AFB TX 78241-5000

ON-SITE INSPECTION AGENCY (OSIA)/DRLT

Message Address:

OSIA FIELD OFFICE SAN
FRANCISCO TRAVIS AFB CA

COMM: (703) 742-4312
DSN:
FAX:

Mailing Address:

On-Site Inspection Agency/DRLT
300 West Service Road
Dulles International Airport
Washington DC 20041-0498

HQ PACIFIC AIR FORCE (PACAF)/LGT

Message Address:

HQ PACAF HICKAM AFB HI//LGTRA//

COMM: (808) 449-8839
DSN: (315) 449-8839
FAX:

Mailing Address:

HQ PACAF/LGT
25 E Street, Suite 1326
Hickam AFB HI 96853-5427

HQ PACIFIC AIR FORCE (PACAF)/PAMO

Message Address:

USCINCPAC HONOLULU
HI//PAMO//

COMM: (808) 477-0848
DSN: 477-0848
FAX: DSN/COMM 449-0059

Mailing Address:

HQ PACAF/PAMO
25 E Street, Suite 1326
Hickam AFB HI 96853-5427

PACIFIC IN-THEATER

Message Address:

DET 419 AFTAC WHEELER
AAF HI//DO/LG//

COMM: (808) 656-1491
DSN: 456-1491
FAX:

Mailing Address:

DET 419/DO
Wheeler AAF HI 96854-5000

HQ U.S. AIR FORCE (USAF)/ILTT

Message Address:

HQ USAF WASH DC//ILTT//

COMM: (703) 697-4744
DSN: 227-4744
FAX: 227-4316

Mailing Address:

HQ USAF/ILTT
1030 Air Force Pentagon
Washington DC 20330-1030

HQ U.S. AIR FORCE ACADEMY COLORADO/LGDTP

Message Address:

HQ USAF ACADEMY CO//LGDTP//

COMM: (719) 472-4429
DSN: 259-4429
FAX:

Mailing Address:

HQ USAF Academy/LGDTP
2354 Vandenberg Drive, Suite 5J33
USAF Academy CO 80840-6274

U.S. AIR FORCE EUROPE (USAFE)/GOA, DETACHMENT 1

Message Address:

DET 1 USAFE C2 CENTER
RAMSTEIN AB GE//GOA//

COMM: (49) 6372-5442
DSN: 480-8211
FAX: (49) 6371-43618

Mailing Address:

Det 1, USAFE/GOA
Unit 3050, Box 105
APO AE 09094-0105

HQ U.S. CENTRAL COMMAND AIR FORCE (USCENTAF)/4AF-LGT

Message Address:

HQ USCENTAF SHAW
AFB SC//A4-LGT//

COMM: (803) 668-2040
DSN: 965-2040
FAX: DSN 965-5736

Mailing Address:

HQ USCENTAF/A4-LGT
Shaw AFB SC 29150-5029

U.S. SOUTHERN COMMAND AF/12AF-LGT

Message Address:

USSOUTHAF DAVIS MONTHAN
AFB AZ//12AF-LGT//

Mailing Address:

USSOUTHAF/12AF-LGT
Davis Monthan AFB AZ

COMM: (602) 750-2003
DSN: 361-2003
FAX:

23ST AEROMEDICAL EVACUATION SQUADRON (AES)/AEOO

Message Address:

23 AES POPE AFB NC//AEOO//

Mailing Address:

23 AES/AEOO
1398 Surveyor Street
Pope AFB NC 28308-2796

COMM:
DSN: 486-2685
FAX:

89TH AIR WING (AW)/DOO

Message Address:

89AW ANDREWS AFB MD//DOO//

Mailing Address:

89 AW/DOO
Stop 105
Andrews AFB MD 20331-5000

COMM:
DSN: 858-5712
FAX:

ARMY

CONUS One-Way Outbound or Round Trip SAAMs Originating in CONUS

HQ MILITARY TRAFFIC MANAGEMENT COMMAND (MTMC)/MTOP-O-MP
(For passenger movements including units with accompanying equipment.)

Message Address:

CDRMTMC FALLS CHURCH
VA//MTOP-TS-CP//

Mailing Address:

HQ MTMC/MTOP-TS-CP
5611 Columbia Pike
Falls Church VA 22041-5050

COMM: (703) 681-9442
DSN: 761-2442
FAX: (703) 681-3265

HQ U.S. ARMY INDUSTRIAL OPERATIONAL COMMAND (IOC)
(For Army ammunition movements, except missiles movements.)

Message Address:

CDRIOC ROCK ISLAND
IL//AMSIO/TMJ//

COMM: (309) 782-5579
DSN: 793-5579
FAX: 793-6811

Mailing Address:

HQ IOC
Attn: AMSIO-TMJ
Rock Island IL 61299-6000

U.S. ARMY MISSILE COMMAND
(For Army missile movements.)

Message Address:

CDRMICOM REDSTONE ARS
AL//AMSMI-MMC-LS-MOT//

COMM: (205) 876-1155/4812
DSN: 746-4812
FAX: (205) 842-2501
788-2501

Mailing Address:

CDRUS Army Missile Command
Attn: AMSMI-MMC-LS-MDT
Bldg 5302
Redstone Arsenal AL 35898-5239

U.S. ARMY TANK-AUTOMOTIVE AND ARMAMENTS COMMAND (TACOM)
(For Army items managed by TACOM.)

Message Address:

CDRTACOM WARREN MI//
AMSTA-IM-OET//

COMM: (810) 574-6490
DSN: 786-6490
FAX: 786-7757

Mailing Address:

CDR TACOM
Attn: AMSTA-IM-OET
Warren MI 48397-5000

U.S. ARMY AVIATION AND TROOP COMMAND (ATCOM)
(For movement of Army aviation and troop support equipment.)

Message Address:	Mailing Address:
CDRATCOM STL MO//AMTAI-RT/AMSAT-I-SDT//	CDR ATCOM Attn: AMTAI-RT/AMSAT-I-SDT 4300 Goodfellow Blvd St Louis MO 63120-1798
COMM: (314) 263-1060 DSN: 693-1060 FAX: 693-1484	

U.S. ARMY MATERIEL COMMAND (AMC) LOGISTIC SUPPORT ACTIVITY (LOGSA)

Message Address:	Mailing Address:
EXDIRLOGSA REDSTONE ARS AL//AMXLS-RT//	EXECUTIVE DIRECTOR USAMC Logistic Support Activity Attn: AMXLS-RT Redstone Arsenal AL 35898-7466
COMM: (205) 955-9766 DSN: 645-9766 FAX: (205) 955-9700 645-9700	

SAAMs Originating in an Overseas Theater

U.S. ARMY EUROPE (USAREUR)

Message Address:	Mailing Address:
CINCUSAREUR HEIDELBERG GE//AEAGC-O//	CINCUSAREUR Attn: AEAGC-O Unit 29351 APO AE 09014
COMM: 011-49-6221-57-8922/8753 DSN: 370-8922/8753 FAX:	

Command Center Emergency Action Officer: DSN 372-8906/8907

EIGHTH U.S. ARMY (EUSA)

Message Address:	Mailing Address:
CDR EUSA SEOUL KOR//EAGD-T//	Commander, Attn: EAGD-T Unit 15237 APO AP 96205-0010
COMM: DSN: 725-3739 FAX: 725-7184	

HQ U.S. ARMY JAPAN (USARJ)

Message Address:

CDR USARJ-IX CORPS CP
ZAMA JA//APAJ-GD-TSD//

COMM:
DSN: 263-7125
FAX: 263-3483

Mailing Address:

HQ U.S. ARMY JAPAN
Unit 45005
Attn: APAJ-GD-TSD
APO AP 96343-0054

ALASKA -- MOVEMENT CONTROL CENTER

Message Address:

CDR 6TH INF DIV L
FT RICHARDSON AK//
APVR-DL-TP//

COMM:
DSN: (317) 384-1835
FAX:

Mailing Address:

Movement Control Center
Transportation Division
P.O. Box 5-509
Ft Richardson AK 99505

U.S. ARMY SOUTH -- 41ST AREA SUPPORT GROUP, EOC

Message Address:

CDR 41STASG COROZAL
PM//MCC-SOGA-SST-C//

COMM:
DSN: 285-4748
FAX: 285-6207

Mailing Address:

41st Area Support Group, EOC
Transportation Division
Attn: SAAM Validator
APO AA 34004-5000

U.S. ARMY PACIFIC (USARPAC)

Message Address:

USARPAC FT SHAFTER
HI//APVG-GLT-MC//

COMM: (808) 438-6503
DSN: 438-6503
FAX:

Mailing Address:

Commander, U.S. Army Pacific
Attn: APVG-GLT-MC
Fort Shafter HI 96858-5100

MARINE CORPS

HQ MARINE CORPS, LFT-***2***

Message Address:

CMC WASHINGTON DC//LFT-***2***//

COMM: (703) 696-0855
DSN: 426-0855
FAX: (703) 696-0841

Mailing Address:

Commandant of the Marine Corps
HQ MC (Code LFT-2)
2 Navy Annex
Washington DC 20380-1775

U.S. MARINE CORPS FORCES, ATLANTIC

Message Address:

COMMARFORLANT//G-4/SMO//

COMM: (910) 451-8670
DSN: 484-8413
FAX: (910) 451-8648

Mailing Address:

Commander, U.S. Marine Corps Forces, Atlantic
Attn: G-4/Strategic Mobility Officer
PSC, Box 20115
Camp Lejeune NC 28542-0115

MARINE FORCES PACIFIC

Message Address:

COMMARFORPAC CAMP SMITH HI//G-4/SMO//

COMM: (808) 477-0272
DSN: 477-0272
FAX: (808) 477-0260

Mailing Address:

Commander, Marine Forces Pacific
Attn: G-4/SMO
Box 64118
Camp H.M. Smith HI 96861-4118

MARINE FORCES RESERVE (MARFORRES), CODE 4 SMO

Message Address:

CG MARRESFOR NEW ORLEANS LA//4-SMO//

COMM: (504) 948 1345
DSN: 363-1345
FAX:

Mailing Address:

Commander, MARRESFOR, Code 4 SMO
440 Dauphine Street
New Orleans LA 70146-5400

NAVY

COMMANDER IN CHIEF, ATLANTIC FLEET (CINCLANTFLT)

Message Address:

CINCLANTFLT NORFOLK
VA//N413/N413T//

COMM: (757) 444-6972
DSN: 564-0386
FAX: 564-8995

Mailing Address:

CINCLANTFLT
Attn: N41
1562 Mitscher Ave
Suite 250
Norfolk, VA 23551-2487

CHIEF OF NAVAL OPERATIONS

Message Address:

CNO WASHINGTON DC//
N413B//

COMM: (703) 604-9957
DSN: 664-9957
FAX: (703) 604-0033/DSN 664-0033

Mailing Address:

Chief of Naval Operations
N413B
2000 Navy Pentagon
Washington DC 20350-2000

NAVAL TRANSPORTATION SUPPORT CENTER

Message Address:

NAVTRANSSUPPCEN NORFOLK
VA//031//

COMM: (757) 444-7381
DSN: 564-7381
FAX:

Mailing Address:

Naval Transportation Support Center
1837 Morris Street
Ste. 600
Norfolk VA 23511-3492

COMMANDER IN CHIEF, U.S. NAVY EUROPE (CINCUSNAVEUR)/CODE N4

Message Address:

CINCUSNAVEUR LONDON UK//N4//

COMM:
DSN: 235-4411
FAX:

Mailing Address:

CINCUSNAVEUR Code N4
PCS 802, Box 8
FPO AE 09499-0153

U.S. PACIFIC FLEET

Message Address:

CINCPACFLT PEARL
HARBOR HI//N41/N414//

COMM: (808) 471-3984
DSN: 471-3984
FAX:

Mailing Address:

U.S. Pacific Fleet
Attn: Code N414
Pearl Harbor HI 96860-7000

OTHER DEFENSE AGENCIES

HQ DEFENSE COURIER SERVICE (DCS)

Message Address:

DCS FT MEADE MD//DCS//

COMM:
DSN: 923-6011
FAX:

Mailing Address:

HQ DCS
Bldg 830
Ft Meade MD 20755-5370

DEFENSE LOGISTICS AGENCY (DLA)

Message Address:

HQ DLA
FT BELVOIR VA//DLA-MMLDT//

COMM: (202) 767-3622
DSN: 427-3622
FAX:

Mailing Address:

Headquarters, Defense Logistics Agency
8725 John J. Kingman Road
Ste 4234
Ft Belvoir VA 22060-6221

APPENDIX L

PROCEDURES FOR TRANSPORTING GOVERNMENT-OWNED SMALL ARMS, AMMUNITION, AND COMPRESSED GASES ABOARD COMMERCIAL AIRCRAFT IN SCHEDULED AND CHARTER SERVICE

A. GOVERNMENT-OWNED CARRY-ON WEAPONS, AMMUNITION, AND CERTAIN COMPRESSED GASES ABOARD COMMERCIAL AIRCRAFT

1. Scope. This applies to movement of government-owned individual carry-on weapons, ammunition, and compressed gases aboard commercial aircraft in scheduled and chartered service. Movement procedures to be followed for military aircraft are contained in AFJMAN 24-204/NAVSUP Pub 505/TM 38-250/MCO P4030.19F/DLAM 4145.3, Preparation of Hazardous Materials for Military Air Shipments. No passenger will be permitted to hand-carry weapons, ammunition and/or compressed gases to, from, or aboard commercial aircraft except as provided in this paragraph and as prescribed in individual Services' directives. Chemical Decontaminating and Detector Kits M258A1, ABC-M18A2, and M272 are considered hazardous materials and are shipped in accordance with the provisions of Competent Authority Approval (CAA), CA-9605001. Detector Kit M256A1 is shipped under the provisions of CAA, CA-9408009. The following kits are shipped under the provisions for small quantities in accordance with Title 49, Section 173.4: ABC-M30A1, M58, and M72A1. The following kits are not subject to the hazardous material regulations: M58A1 and M256 (Training), which includes T-400, T-401, T-402, and T-403 samplers.

2. Standard Methods for Movement of Individual Carry-On Weapons On Scheduled Service.

a. Weapons Stowage. All weapons must be stowed in the baggage compartment, and must be assembled, unloaded, and containerized in accordance with airline procedures. Mission permitting, consider removing the bolt and placing in separate container with checked baggage.

b. Security of Weapons. All military members will be briefed to cooperate with commercial carrier representatives concerning weapons carried in the checked baggage. 15 U.S.C. 108.11(D), states: "No certificate holder may knowingly permit any person to transport, nor may any person transport or tender for transport, any unloaded firearm in checked baggage aboard an airplane unless --

(1) The passenger declares to the certificate holder, either orally or in writing before checking the baggage, that any firearm carried in the baggage is unloaded;

(2) The firearm is carried in a container the certificate holder considers appropriate for air transportation;

(3) When the firearm is other than a shotgun, rifle, or other firearm normally fired from the shoulder position, the baggage in which it is carried is locked, and only the passenger checking the baggage retains the key or combination; and,

(4) The baggage containing the firearm is carried in an area, other than the flight crew compartment, that is inaccessible to passenger.

c. Weapons will not be accepted by the carrier as checked baggage unless packed in a suitable container, i.e., suitcase, gun case. Individually ticketed passengers must check with airline representative, in advance, to find out what type of container is appropriate for that carrier when carrying weapons, soft-side suitcase or a hard-sided container.

d. Unit commanders or their designated representatives will coordinate in advance with carrier station managers or charter representatives to arrange for continued observation of weapon containers through baggage handling stages during loading or unloading at origin/destination or transfer point.

3. Standard Methods for Movement of Individual Carry-On Weapons on Charter Service. Weapons are allowed on aircraft only when the total cabin load of the aircraft consist exclusively of DoD-sponsored forces, and supporting training exercises or contingency operations and when authorized in Operations Plan or mission directive.

a. Weapons stowed in the baggage compartment must be assembled, unloaded and containerized crew-serviced weapons (M-60, 50 Cal, etc.) must be transported in the baggage compartment.

b. Some weapons (shoulder fired and side arm) may be carried in the passenger compartment. The assembled weapon must either have the bolt removed and placed in plastic bag or wrap or other suitable protective cover and stored in individual's rucksack/Alice pack prior to aircraft boarding (units may use a bolt box or any other type container), or

c. The assembled weapon must have the bolt locked in proper position to allow visual inspection. The weapon safety switch must be in the safe position. For M-16 weapons, an inserted flag safety stick may be used to lock the bolt in proper position and allow visual inspection. If flag safety sticks are not available, provisions of paragraph A.2.b. above applies. Lock the bolt out of the chamber and assure that weapon is unloaded. (The use of the flag safety stick is optional, not mandatory). NOTE: Flag safety sticks, NSN 1005-00-418-8557, may be purchased for approximately 24 cents each and provide instant recognition that a round is not in the chamber.

4. Handling and Stowage of Weapons in Passenger Compartments. Unit commanders or their designated agents will be responsible for ensuring:

a. An officer or senior ranking enlisted member of the group is designated as troop commander in charge of each aircraft transporting troops. There will only be one troop commander per aircraft. This individual is responsible for ensuring 100 percent compliance with military regulations and providing a single point of contact and liaison with the senior flight attendant. The troop commander will designate individuals to observe the loading of baggage and troops as necessary. The troop commander will also ensure hand-carried baggage contains no hazardous or prohibited items. This will be accomplished by the unit commander or designated representative(s) through a physical examination of 100 per cent of the contents of all hand-carried baggage.

b. Prior to boarding, all troops with weapons will be instructed by the troop commander to use extreme care when carrying their weapons to their seat so they do not

puncture aircraft components such as windows, wall coverings, overhead racks, seat backs, cushions, etc.

c. During boarding, one person will be positioned at the bottom of the steps to control passenger flow and double check carry-on equipment. This individual will ensure each weapon carried on board has the bolt removed, and either has a flag safety stick inserted or is in the proper locked position (See paragraphs 3.a., b., and c. above), that no round is positioned in the chamber, and an ammunition clip/magazine is not affixed to the weapon. One person will be positioned at the head of each aisle (two for wide-body aircraft) to direct troops. If necessary, another person may be positioned along the aisle to direct seating.

5. Stowage of Hand-Carried Weapons. Troops with hand-carried weapons will stow the weapons flat on the floor of the aircraft under the seats in front of them. Passengers sitting in bulkhead seats will stow weapons under their seats or place them in a cabin storage area approved by the flight attendant.

6. Determination of Method to Be Used in the Movement of Individual Carry-On Weapons. The method of movement will be determined by the responsible commander. In making this judgment, the commander will select that method which affords maximum security and safety without jeopardizing mission accomplishment. This determination, together with other transportation requirements, will be furnished to the Commander, AMC, or the installation transportation officer, as appropriate, who will notify the carrier.

7. Ammunition.

a. Ammunition. When concurrent shipment of small arms ammunition in the baggage compartment of commercial aircraft transporting troops is determined mission essential by the responsible commander, the requirement furnished to headquarters, AMC will specify by type and quantity of any weapons, ammunition, or other hazardous items which will be moved and whether they will be hand-carried or packaged as impedimenta. Specify "*NONE*" if no hazardous items will be moved. If military impedimenta or hazardous items will move in freight service, CONUS, or export, see applicable freight provisions. The following conditions apply to transporting small arms ammunitions on commercial aircraft.

(1) Cartridges for weapons, under 11 pounds may be carried within a passenger's checked baggage, provided it is in the manufacturer's original package or securely boxed and stowed in the aircraft cargo section and is inaccessible to passengers.

(2) Aircraft under exclusive use for military personnel can carry firearms aboard air carrier flights conducted for the military forces of the United States if firearms are unloaded and all bolts locked in the open position, and the unit commander or officer in charge notified the appropriate carrier personnel that weapons will be carried abroad the aircraft.

b. Classification of Materials.

(1) For international shipment, Cartridges for weapons, inert projectile or Cartridges, small arms, Division 1.4S, UN 0012, or Cartridges for weapons, blank or

Cartridges, small arms, blank, Division 1.4S, UN 0014, shall be classified in accordance with Title 49, Code of Federal Regulation (CFR), Table 172.101 and package IAW 173.62.

(2) For domestic shipment (CONUS), cartridge for weapons, packaged in accordance with 49 CFR 173.63, may be transported on commercial aircraft as ORM-D.

(3) In either case, subparagraph 1 or 2 above, items will be limited to:

(a) Ammunition for rifle, pistol or shotgun;

(b) Ammunition with inert projectiles or blank ammunition;

(c) Ammunition having no tear gas, incendiary, or detonating explosive projectiles;

(d) Ammunition not exceeding 12.7 mm (50 caliber or 0.5 inch) for rifle or pistol, cartridges or 8 gauge for shotshells; and

c. Packing for cartridges small arms as ORM-D material in CONUS must be as follows:

(1) Ammunition must be packed in inside boxes, or in partitions which fit snugly in the outside packaging, or in metal clip;

(2) Primers must be protected from accidental initiation;

(3) Inside boxes, partitions or metal clips must be packed in securely-closed strong outside packaging;

(4) 22 caliber rim-fire cartridges may be packaged loose in strong outside packaging, and;

(5) Maximum gross weight is limited to 30kg (66 pounds) per package.

d. ITO's must contact the commercial carrier(s) being used to determine the carrier's policy regarding the number of packages accepted and allowable weight, since there are wide variances in carrier's tariffs and rules.

e. Ammunition packaging instructions for military aircraft are prescribed in paragraph A5-21, AFJMAN 24-204/NAVSUP Pub 505/TM 38-250/MCO P4030.19F/DLAM 4145.3.

f. Compressed Gases. Oxygen cylinders may not exceed 75kg gross weight for commercial passenger aircraft. Commercial cargo-only or exclusive use aircraft are allowed 150kg per package IAW Title 49 CFR.

B. INSPECTION OF BAGGAGE

1. Hazardous or Prohibited Items. Federal law prohibits carriage of hazardous materials aboard passenger equipment or in passenger baggage (49 CFR). Willful violations of the law may result in fines of not more than $25,000, imprisonment for a term not to exceed 5 years, or both. To prevent unauthorized transport of hazardous or prohibited material, the troop commander will be responsible for conducting an inspection of personnel and their checked or stowed baggage and carry-on items to verify that no hazardous items are present. This inspection will be conducted, whenever possible, at the military installation prior to departure, to avoid delays and congestion in passenger terminal areas. One or more members of the group may be appointed to assist in the inspection. Hazardous items found will be turned over to either a civil or military law enforcement officer or explosive disposal personnel. Examples of hazardous or prohibited material which may not be moved in either checked or carry-on baggage include, but are not limited to, the following: black power, blasting caps, caustic or corrosive materials, detonating fuses, dynamite, explosive projectiles, flares, flammable material, grenades, grenade simulators, poisons, smoke bombs, tear gas, unauthorized ammunition (see paragraph A.1. of this chapter), or any other explosive, incendiary devices, or combustible materials. Tables of hazardous material are in 49 CFR 171.101.

2. Inspection and Certification. When movement is on commercial aircraft in charter service, the troop commander or group leader must certify on the passenger manifest that this inspection was made and baggage was checked. The following statement will be entered on the last page of the manifest (or the reverse) by the troop commander:

"I certify that no unauthorized weapons or ammunition, explosive devices, or other prohibited items have been found in the possession, to include carry-on or stowed baggage of those personnel for whom I am the designated troop commander or group leader. All personnel have been made aware of the penalties for violation under 49 CFR."

Date *Printed Name and Grade*
Signature

In the absence of a passenger manifest, the inspection will be documented by the troop commander either by hand writing or typing on paper and given to the aircraft captain or other carrier representative on the scene.

APPENDIX M

FORECASTING PASSENGER AIRLIFT REQUIREMENTS

1. AMC channel service is provided to DoD activities worldwide. This service is performed between CONUS and overseas theaters, between overseas theaters, and within an overseas theater. Channels are established, suspended, or canceled based on the needs requirement (validated) to USTRANSCOM/MCC for approval. Two types of channels are available: requirement channels and frequency channels.

a. Requirements channels operate on a recurring basis with schedules determined by the amount of traffic generated and considering efficient use of aircraft.

b. Frequency channels operate on an established frequency schedule (e.g., once per week) independent of traffic generated. These channels may be requested on the basis of operational necessity as follows:

(1) For support of a mission sensitive area, e.g., safe movement of classified material, Military Assistance Program support, and national interest.

(2) For morale purposes to remote areas, i.e., for movement of mail, personnel on leave, subsistence, etc.

(3) Where alternative transportation is not available.

(4) Since there is potential for inefficient use of airlift on this type channel, requesters must ensure the service is essential.

2. DoD Components forecast passenger requirements to USTRANSCOM/MCC as follows:

a. USTRANSCOM/MCC normally calls for forecasts once a year in mid-summer.

b. DoD Components are responsible for establishing procedures within their organization for preparing forecasts. This includes identifying an office of primary responsibility for forecasting, assessing future organizational changes which impact passenger movement, providing timely inputs, and updating inputs when significant changes occur.

c. Forecasts are accomplished each August and will identify requirements for movement between locations served by approved AMC channels. AMC/TACC/XOGP will provide Services with formatted software reflecting current channels.

d. Projected requirements for next fiscal year plus one and two (e.g., in August 95, forecast for FY97/98). These forecasts are used primarily for financial programming purposes. Next fiscal year plus one and must be as accurate as possible as these forecasts are used for scheduling airlift and taking contracting actions.

APPENDIX N

ESTABLISHING, *CHANGING*, SUSPENDING, AND CANCELING CHANNELS

1. Requests to establish or change Air Mobility Command (AMC) channels must include:

a. Type of channel service required:

(1) Frequency or requirements channel

(2) Passenger, cargo, or mixed passenger and cargo.

b. Required OCONUS destination. If appropriate, include recommended CONUS origin, en route stops or combinations with other channels, and any known host-nation restrictions at destination (e.g., no arrivals or departures permitted on certain days/hours).

c. Reason why AMC service is required, or why existing commercial service will not satisfy the requirement. (For changes, the reason why existing channel service requires change).

d. Estimated monthly movement requirements (number of DoD-sponsored passengers and/or ton of cargo).

e. For frequency channels, desired frequency (e.g., weekly, bi-weekly, twice a month, monthly).

f. Required date to start or change service.

2. Unified Theater Commanders-in-Chief (CINCs)/Service HQ responsibilities:

a. Originator of request (normally an OCONUS CINC) will send the request:

TO: USTRANSCOM, ATTN: TCJ3/4
INFO: Air Mobility Command
- the HQ of the Service(s) primarily affected by the new or changed channel;
- if applicable, other affected DoD agencies (e.g., DLA for cargo channels).

b. If channel request originates below OCONUS CINC level, it will be sent to the CINC before being routed to USTRANSCOM, AMC, and Services HQ. CINC will ensure prior coordination with other DoD component users of the channel. Except in contingency situations, if USTRANSCOM receives a new channel request, or a request to change existing channels, from other than the OCONUS CINC, the request will be returned to the CINC for validation before further action.

c. A CINC who validates a channel must propose a Service or its OCONUS Component as co-validator.

(1) For a frequency channel, the co-validator is the bill-payer for the underutilization charges that may result from operating the channel at that frequency.

(2) For a requirements channel, the co-validator is the Service or other DoD component with primary interest in the operation of that channel.

Both are referred to as the co-validator below.

3. U.S. Transportation Command (USTRANSCOM) responsibilities:

a. For frequency channels, ensure that:

(1) New channels are formally coordinated with the co-validator--the Service or its overseas Component who is identified or proposed as the validator (bill-payer) for the channel.

(2) Changes in existing channels are formally coordinated with the co-validator.

b. For requirements-cargo and passenger--ensure that channel changes are formally coordinated with all Services with a significant presence in the overseas command or area affected, even if the Service is not the dominant user or the channel co-validator.

c. For all channels, AMC estimate will include:

(1) Proposed operating concept.

(2) Adequacy of support resources at proposed ports of embarkation and debarkation.

(3) Diplomatic, political, and country clearance considerations, as appropriate.

(4) Impact on existing AMC channel structure.

(5) Impact on TWCF to include: cost-to-revenue expectations based on forecasted movements and comments relating to the TWCF deficit when aircraft allowable cabin load (ACL) standards are not obtained.

d. For frequency channels, ensure that AMC provides both the CINC and the co-validator an initial estimate of potential underutilization costs.

(1) AMC will usually provide the estimate within 30 days of CINC's request.

(2) Estimate will be based on the movement requirement in the channel request (1d above), compared to estimated cost of operating that channel.

(3) While service may begin before the estimate has been completed, the channel will not be considered as validated until AMC provides both the validator and co-validataor this estimate. AMC should provide proposals for changing the frequency or routing to eliminate or reduce underutilization costs.

e. Actual frequency channel underutilization charges are billed months after the beginning of the fiscal year, or the beginning of new service. Therefore, particularly in the case of new channels, USTRANSCOM will ensure that AMC notifies, in a timely manner, the CINC and the co-validator of significant differences between monthly movements and the request (1d above) on which the cost estimate was based. In addition, USTRANSCOM will ensure that AMC notifies, in a timely manner, the CINC and the co-validator of changes in actual movements on existing channels that are significant enough, if trend continues, to result in underutilization costs on channels that were not previously underutilized.

4. Co-validator responsibilities:

a. For frequency channels, identify the specific bill-payer for underutilization costs; include billing address. Notify USTRANSCOM and HQ AMC of any change in bill-payer or billing address. If channel service begins without prior agreement on costs, notify USTRANSCOM and HQ AMC if cost estimate (3d above) has not been received within 30 days after service begins.

b. For all channels, review utilization data provided by AMC and propose changes in type or frequency of service.

5. Requests to suspend or cancel an AMC channel normally will not require such formal or extensive coordination.

a. At a minimum, the request must originate from the OCONUS CINC.

b. If the channel being suspended or canceled is part of an AMC route that serves other channels (e.g., a mission servicing two frequency channels, or both CENTCOM and EUCOM areas of responsibility), USTRANSCOM will treat the request as a channel change, for the purpose of identifying to validator and co-validator the potential impact on underutilization costs.

c. In either case, an info copy of the request will be provided to all Services HQs (and DLA for cargo channels).

6. Action on channel request: USTRANSCOM will respond to the requesting CINC, the co-validator, and all other interested parties (Service HQ, other affected CINCs, DLA, other DoD agencies), indicating approval, disapproval, or modification of the channel request. If the request is approved, or modified, USTRANSCOM response will include:

a TWCF cost-to-revenue expectations.

b Proposed alternatives, with rationale.

c Instruction to HQ AMC TACC/XOG to take appropriate action to start/change channel operation and make appropriate publication changes.

7. USTRANSCOM and AMC play an important role in channel management. Required actions include:

a. Upon approval of a channel, AMC will develop and forward proposed tariff rates for the approved channel to USTRANSCOM/TCJ8 for subsequent submission to the Office of the Under Secretary of Defense, Contracting, USD(C), in OSD for approval. Until proposed tariff rates are approved, charges are determined according to AFR 76-11, U.S. Government Rate Tariffs, and AFR 76-28, Non-U.S. Government Rate Tariffs.

b. Annually, HQ AMC TACC/XOG will prepare and distribute a channel sequence listing of all channels. This listing will be distributed not later then 1 September and contain the minimum information below. Changes (message or electronic media) will be published as required.

(1) Channel code.

(2) Channel name (including identification of APOE and APOD)

(3) Type of traffic authorized for movement over the channels, i.e., cargo, passenger, or aeromedical evacuation patient.

(4) Tariff rates.

(5) Indication of type of channel, frequency or requirements, and frequency of service if a frequency channel.

(6) Identification of the Service or theater validator of the channel.

c. HQ AMC TACC/XOG, will provide periodic reports (minimum quarterly) to USTRANSCOM and channel validators, summarizing passenger utilization and cost-to-revenue (by channel) information. HQ AMC TACC/XOG will ensure all channels are reviewed annually and advise USTRANSCOM of those which have not had significant movement for six (6) consecutive months. HQ AMC TACC/XOG will identify those frequency channels what do not meet ACL utilization standards and report findings to USTRANSCOM/MCC. USTRANSCOM will use channel utilization and cost-to-revenue information, along with costs associated with contract cancellations and mission cancellations, to coordinate with appropriate DoD Components regarding the continued need for service on inefficient channels.

8. Actual movement of passengers on specific missions is completed based on passenger priority. Figure 103-3 outlines passenger priorities.

APPENDIX O

U. S. GOVERNMENT TRANSPORTATION REQUEST (GTR).

A. GENERAL

1. Use. This section governs the preparation, issuance, and distribution of GTR (SF 1169). GTRs are used to procure transportation services when centrally-billed accounts of the government's charge card company are not used. GTRs are accountable documents and must be properly safeguarded by TOs and persons to whom issued at all times.

2. Restrictions. GTRs will not be used for the following:

a. Procurement of taxicab, airport limousine, or intracity transit services for individual travel unless purchased in bulk or when special circumstances justify such use.

b. Procurement of transportation for household pets.

c. Procurement of air, bus, and rail passenger transportation services, or any combination thereof, from travel agencies not under DoD or GSA contract.

d. Payment of toll-road or toll-bridge charges.

e. Any portion of a trip where government transportation is used.

f. Services for the personal convenience of a traveler exceeding those authorized under the JFTR/JTR. When a traveler desires unauthorized services, payment of the additional cost, including federal transportation tax, will be the responsibility of the traveler and must be paid to the carrier at the time the GTR is exchanged for tickets.

g. Vehicle rental services.

h. Procurement of service via National Railroad Passenger Corporation (AMTRAK) when the value of ticket(s) is less than $50, except when purchased in bulk.

i. Procurement of international and domestic full planeload charter airlift services.

B. METHOD OF PREPARATION

GTRs will be filled in by typewriter, ink, or indelible pencil. The use of ordinary lead pencil is prohibited.

C. ALTERATIONS/ISSUANCES

1. Alterations or erasures should be avoided, but when made, they must be validated by the initials of the issuing officer.

2. TOs who have blank GTRs lost or stolen from their office, or have mutilated or destroyed GTRs will immediately notify, in writing, their appropriate servicing finance center.

3. Travelers who have GTRs lost or stolen must immediately notify the local TO and call the nearest passenger carrier's agent and provide all the necessary data. If GTR was issued for passenger travel, travelers are obligated to purchase their own replacement tickets. Travelers without funds may request a cost charge GTR from the local TO.

4. Unused GTRs will be turned into the TO for cancellation. A DD Form 730, Receipt for Unused Transportation Request, will be issued and distributed as follows:

a. Original plus one copy to traveler (to be attached to DD Form 1351-2, Traveler Voucher)

b. One copy to appropriate Service finance center.

c. One copy to the origin TO along with a copy of the GTR and any other related correspondence.

d. One copy to be used as the issuing TO's file copy. Also file copy of GTR and any other related documents.

5. The original GTR copy should be sent to the passenger carrier and duplicate to the traveler, to be used when filing DD Form 1351-2, Travel Voucher. A copy is forwarded to the appropriate Service finance office. A copy is retained by the issuing TO along with other related documentation.

D. CROSS-REFERENCING GTRS

When it is necessary to issue more than one GTR for travel of the same person(s), a cross-reference notation will be made on the face of each GTR, such as "*In connection with (ICW) GTR #_____*." GTRs issued for shipment of remains and for the escort(s) of the remains will be cross-referenced.

E. GTR PREPARATION

1. GTR Entries. Specific entries will be made by the issuing officer as prescribed below and shown in the various figures in this section. (See figure O-1 for blank GTR with corresponding numbered blocks.) When all of the spaces are not required for the services being procured, a horizontal line should be drawn through the unused space. When the space on the front of the GTR is inadequate for all the necessary information, the space on the reverse will be utilized.

2. "Bill Charges To". This block should be preprinted for the specific DoD Component and must reflect the component's billing address. If payment is to be made by a DoD Component other than the one issuing the GTR, the preprinted information will be lined through and the name and address of the appropriate payment office will be entered. In

addition, Air Force and Army will annotate the issuing agency DODAAC in this block. DoD Component payment addresses are as follows:

AGENCY	ADDRESS
(a) Office of the Secretary of Defense Defense Intelligence Agency Defense Logistics Agency Department of the Air Force Department of the Army	Defense Finance Accounting System (See figure O-6)

NOTE: Preparation instructions for Air Force local payments procedures (LOPA) are listed in AFI 24-101.

(b) U. S. Marine Corps	Commanding General Marine Corps Logistics Base (Code 470) 814 Radford Blvd Albany GA 31704-1128
(c) Department of the Navy	Defense Finance & Accounting Office (GTR/GTA Branch - ISBBE) P. 0. Box 8309 Norfolk VA 23503-0309
(d) U. S. Coast Guard	U.S. Coast Guard Finance Center 1403-A Kristina Way Chesapeake VA 23326 -5000

3. Fiscal Data (Block 1). Enter complete fiscal data shown in the travel orders in appropriate blocks. This includes appropriation and subhead; object class; bureau control number; suballotment; authorization accounting activity; traveler status (PCS or TDY); type; travel order number; cost code; and standard document number. DoD Components that do not use all of the above in the fund cite will enter accounting data as listed in the travel order. Enter in full all accounting data and include the order identification, e.g., Lackland AFB TX, Order No. 1234-54 dated 26 Jul 94; Ft Sam Houston TX, Special Order No. 987, 26 Jul 94, etc.

a. Deceased Persons.

(1) On GTR for deceased persons, enter: "*Issued ICW GTRs (serial number of escort's GTR).*"

(2) On GTR for escort of deceased, enter: "*Issued ICW GTR (serial number of GTR for deceased*)."

b. Different Appropriation Involved. If different appropriations are involved in the transportation of members traveling as a group and one GTR is issued, the appropriation

data will show the number of persons chargeable to each appropriation. Use the back of the GTR form if more space is needed.

c. Payment in Foreign Currency. When payment is to be made in a currency other than U.S. dollars, show type of currency in Block 7, "SPECIAL ACCOMMODATIONS AND REQUIREMENTS;" for example, "To be paid in Italian Lire."

d. Cost-Charge Transportation. (To return military personnel to duty.)

(1) In addition to the appropriation, enter "Cost Charge" for Air Force and Army personnel or "Checkage Requested" for Marine Corps and Navy personnel.

(2) Air Force. In lieu of any other appropriation data, enter one of the following appropriation numbers, as applicable:

57*3500 32*P510 503725 (for officers);

57*3500 32*P530 503725 (for enlisted).

(*Enter the last digit of applicable fiscal year in place of the asterisk.)

(3) Army. Enter 21*2010 01-177 P1510 S99999 for all members who are absent without leave or deserters. Enter 21* 2010 01-401 P1491 S99999 for all members on leave.

(4) Navy. Enter 17*1453 2202 011 12600 0 000022 2I 000000 000000071131 for all members on leave or in unauthorized leave status.

(5) Marines. Enter one of the following codes:

Officers: 17*1105.2701 011 12690 000027 2I 000000 000000071110.
Enlisted: 17*1105.2701 011 12690 000027 2I 000000 000000071130.

4. Place and Date of Issue (Block 2). Enter the official designation and location of issuing installation, base, ship, or station, and city and state of country, including ZIP code; and date of issue (not date of travel). Abbreviations may be used.

5. Issuing Government Officer (Block 3). (Signature and office).

a. The issuing transportation officer or authorized transportation agent must sign in this block to certify that the requested transportation is for official business. The transportation agent shall sign for the transportation officer, e.g., B. J. Jenkins, TA for J. D. Pierce, TO. The use of a rubber stamp signature of the person authorized to sign GTRs is strictly prohibited.

b. Other person(s) (acting TOs) specifically authorized to hold and issue GTRs as specified by the DoD Component concerned.

6. Traveler (Block 4).

a. Individual travel. Enter the name and grade, if applicable, of the traveler.

b. Group Travel. Enter the name and grade, if applicable, of the person in charge of the group.

c. Dependent(s) Travel. Enter the name of the principal dependent.

d. Prisoners with Guards. Issue the GTR in the name of the member (guard) in charge. Under no circumstances will the GTR be surrendered to the prisoners.

e. Type Travel Codes. Enter the type travel code to denote the type of travel, e.g., PU, CT, PT, EA, OA, etc. Type travel codes are listed in Appendix D.

7. Others (Block 5).

a. Individual Travel. Enter the word "NO".

b. Group Travel. Enter the number of persons in the group who will accompany the group leader.

c. Prisoners with Guards. Enter the total number of guards and prisoners in the group who will accompany the group leader.

8. Dependent Travel (Block 6). Check the "spouse" block and list the name of the spouse if he or she is to accompany the traveler. Also, list the names and ages of any children who will accompany the traveler; e.g., Joe (5); Mary (8). Ages of children as of the date of departure from the first point of travel should be used. All authorized dependents are entitled to a seat.

9. Special Accommodations and Requirements (Block 7). Enter the number and type of accommodations to be furnished and list the points between which each type of accommodation is to be utilized. Abbreviate if necessary. For rail travel, indicate whether lower berth, parlor car seat, roomette, etc. Draw a horizontal line through this space if special accommodations or services are not requested or if no special statements are required.

a. Special Fares for Group Moves. When applicable, enter the routing symbol(s) and number(s) assigned to group movement traffic routed by the TO or MTMC, or USTRANSCOM/MCC, i.e., CAM, MRO, MAIN, or PSRO.

b. Member with Insufficient Funds. If the GTR is issued to a member with insufficient funds or on Technical Arrest Orders/Provisional Pass, the term "CHECKAGE REQUESTED" or "COST-CHARGE" will also be reflected in this block.

c. Prisoners Under Guard. When prisoners under guard are transported, the number of guards and prisoners will be annotated and identified separately in this space.

d. Foreign Flag Carrier/First Class Accommodations. If foreign flag/first class accommodation is used, justification is required.

10. Carrier or Agent Tendered TO (Block 8). Enter the name of the carrier that is to honor the GTR. When the GTR must be presented to a carrier or agent other than the one shown in this box, either the issuing officer or the traveler will endorse the GTR to that carrier or agent by entering in the "SERVICE FURNISHED IF OTHER THAN REQUESTED" block on the reverse side of the GTR, over his or her signature, the words: "Endorsed to (name of carrier/agent) for ticket issuance."

11. Stopover Authorized (Block 9). Enter "YES" before the cities at which stopovers are authorized and "NO" for all others. The word "END" will be entered before the last city of the official trip.

12. Cities (Block 10). Enter in the "FROM" block the name of the city and state from which transportation and/or accommodations are to be furnished. In the "TO" block, enter the cities and states or points to which such services are to be furnished. Use city airport codes for air travel when these are known; otherwise the city with the Postal Service style of two letter state abbreviations. For example, for a round trip authorized from Houston TX, to New York NY, show from "IAH" (or HOU depending on the departure airport) to "JFK" or "LGA" (depending upon the arrival airport) to IAH or HOU. If airport codes are not known, use from Houston TX, to New York NY, to Houston TX. When charter air or bus service is used, enter in parentheses the name of the airport or the actual loading point of the bus(es) in addition to the name of the city and the destination airport or actual unloading point of the bus(es) in addition to the name of the city.

13. Carrier and Class of Service (Block 11). In the applicable box, enter the initials or code name of each carrier and the name or official industry code for the class of service authorized between each listed city or point. Standard carrier codes for air and bus carriers are found in the Official Airline Guide and Official Bus Guide.

a. For Air Travel. Show class of service, e.g., YCA, HMZ, QCA, YPNUT, etc.

b. For Bus Travel. Show coach, special coach charter, or special operations.

c. For Rail Travel. Show coach, slumber coach, or mixed.

d. For Ship. Show second-class, cabin, tourist, etc.

14. Excess Baggage (Block 12).

a. General. The only time a GTR may be used to move excess baggage is when it is authorized in the travel order. When payment with personal funds would impose an unwarranted hardship on the traveler, a GTR may be issued to cover both transportation and excess baggage. Every effort should be made to include excess baggage on the same GTR used to request passenger service for the traveler.

b. When a GTR is utilized, in the "Excess Baggage Authorized" block, enter the weight and/or number of pieces of excess baggage authorized. When the weight or number of pieces is unknown, show the maximum excess authorized. If excess baggage is not authorized, enter the word "NONE" in the "Weight and Pieces" columns opposite the respective city or point entered in the "TO" block.

c. When a separate GTR is used for excess baggage, complete the GTR as outlined above, entering the words "EXCESS BAGGAGE ONLY" in the "Special Accommodations and Requirements" block, and enter the serial number of the GTR previously issued for passenger travel.

15. Transportation Amount (Block 13). For Army, Air Force, and DLA-funded travel, the issuing office will enter in the "Transpn Amount" block (on carbon copies only) the estimated net cost to the government for procured transportation.

16. Continuation of Services Required (Block 14). Use the back of GTR for continuation of entries when adequate space is not available on the front of the GTR.

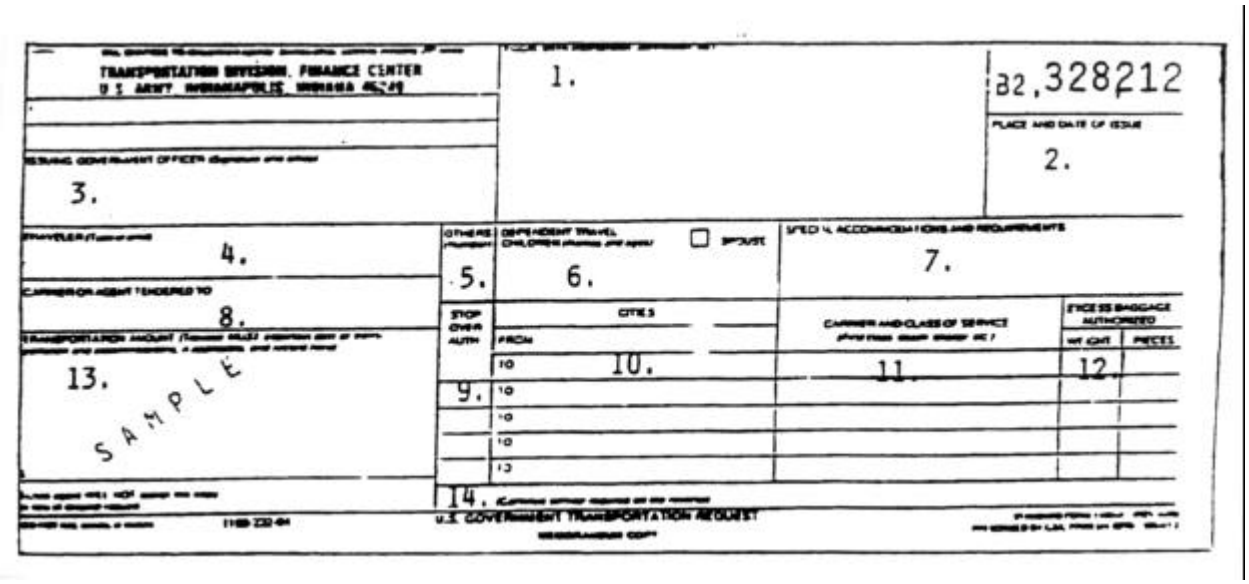


Figure O-1. Example of Blank GTR.

F. GTRS ISSUED FOR THE TRANSPORTATION OF REMAINS

1. General. A GTR will be used when transporting remains of deceased personnel by air or railroad baggage service. Such movements may be accompanied by escort(s) or transported unescorted. Separate GTRs will be issued for the escort(s).

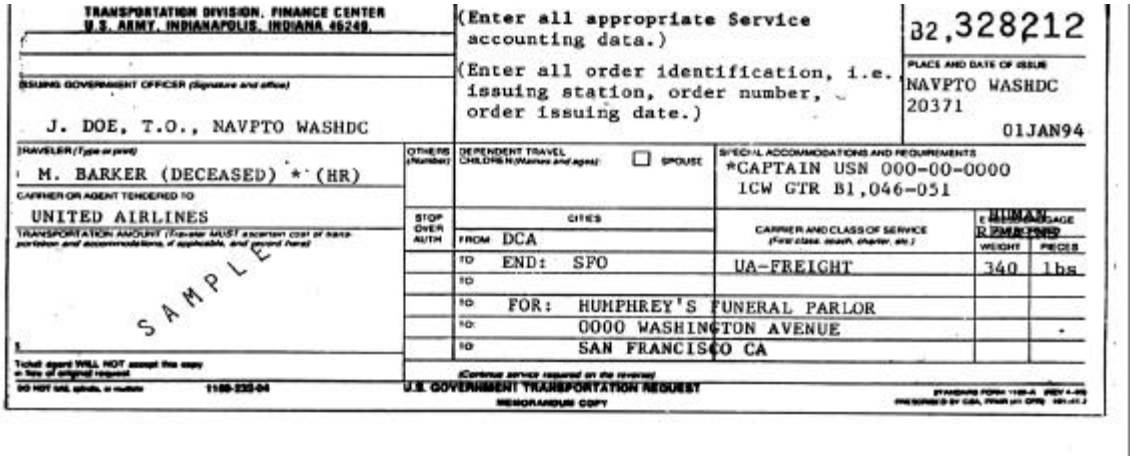
2. Escorted Remains. GTR entries for the deceased are depicted in figure O-2. The following entries will be made on the GTR issued for transport of remains:

a. Traveler. Enter the name of the deceased followed by the words "*DECEASED*," an asterisk, and the travel code (HR)

b. Special Accommodations and Requirements. Make appropriate entries preceded by an asterisk, as follows:

(1) Deceased Member. Enter grade, branch of service, and Social Security Number (SSAN).

(2) Deceased Dependent. Enter relationship of deceased to sponsor and sponsor's name, grade, branch of service, and SSAN.


TRANSPORTATION DIVISION, FINANCE CENTER
U.S. ARMY, INDIANAPOLIS, INDIANA 46249.

(Enter all appropriate Service accounting data.)

(Enter all order identification, i.e. issuing station, order number, order issuing date.)

B2,328212

ISSUING GOVERNMENT OFFICER (Signature and office)

J. DOE, T.O., NAVPTO WASHDC

PLACE AND DATE OF ISSUE

NAVPTO WASHDC
20371
01JAN94

TRAVELER (Type or print)

M. BARKER (DECEASED) * (HR)

CARRIER OR AGENT TENDERED TO

UNITED AIRLINES

TRANSPORTATION AMOUNT (Traveler MUST ascertain cost of transportation and accommodations, if applicable, and record here)

SAMPLE

Ticket agent WILL NOT accept this copy in lieu of original request

DO NOT USE spindle, or mutilate

1169-232-04

OTHERS (Number)

DEPENDENT TRAVEL CHILDREN (Names and ages) ☐ SPOUSE

SPECIAL ACCOMMODATIONS AND REQUIREMENTS

*CAPTAIN USN 000-00-0000
ICW GTR B1,046-051

STOP OVER AUTH	CITIES	CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	HUMAN REMAINS WEIGHT	HUMAN REMAINS PIECES
	FROM DCA			
	TO END: SFO	UA-FREIGHT	340	lbs
	TO			
	TO FOR: HUMPHREY'S FUNERAL PARLOR			
	TO 0000 WASHINGTON AVENUE			
	TO SAN FRANCISCO CA			

(Continue service required on the reverse)

U.S. GOVERNMENT TRANSPORTATION REQUEST

MEMORANDUM COPY

STANDARD FORM 1169-A, REV 4-85
PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2

Figure O-2 Example U.S. Government Transportation Request (GTR) (SF 1169) Illustrating Air Transportation of Human Remains.

(3) Deceased U. S. Citizen DoD Civilian Employee. Enter title, employing agency/department, and SSAN.

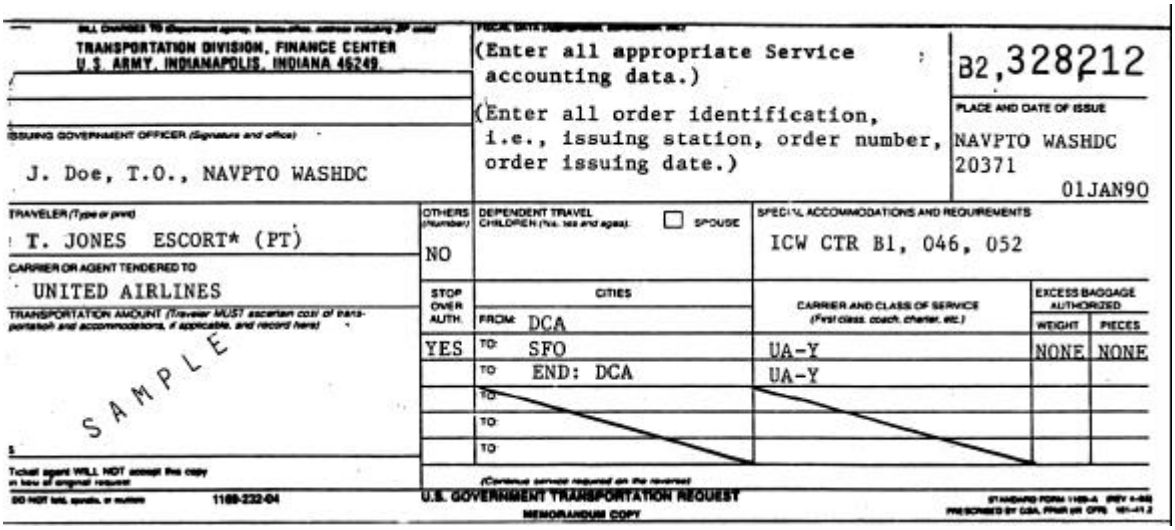
c. Cities. Make appropriate entries and when itinerary includes all cargo airline flight(s), enter "AIR FREIGHTER" following the flight number. On the unused "TO" lines or on the reverse, if necessary, enter the word "FOR" followed by the name and address of the receiving funeral home or other addresses, as appropriate.

d. Excess Baggage Authorized. Type over the words "EXCESS BAGGAGE" with the words "HUMAN REMAINS" and enter the gross weight of the casketed remains.

e. Cross-Reference. Annotate the GTR with the words "Issued ICW GTR #_(number)_." Cross reference this GTR with the GTR of the escort(s) by annotating both GTRs.

f. GTR Entries for Escort(s). A separate GTR will be prepared for the escort(s) following the instructions above for regular GTR preparation. See figure O-3. Cross-reference the escort's GTR with the serial number of the GTR issued for the deceased.

3. Unescorted Remains. Entries on the GTR will be made as above except for the "TRAVELER" block. In this space, enter the words "DECEASED UNESCORTED" and an asterisk. When vehicular transfer between carrier terminals at junctions points is required and permitted by carrier tariffs, the following annotation will be entered in addition to other entries in the "SPECIAL ACCOMMODATIONS AND REQUIREMENTS" space. "Transfer of remains authorized at junction point(s)." Routings which involve vehicular transfer at junction points not covered by carrier tariffs will not be used if alternate through-transportation service is available.


TRANSPORTATION DIVISION, FINANCE CENTER
U.S. ARMY, INDIANAPOLIS, INDIANA 46249.

(Enter all appropriate Service accounting data.)

(Enter all order identification, i.e., issuing station, order number, order issuing date.)

B2,328212

ISSUING GOVERNMENT OFFICER (Signature and office)
J. Doe, T.O., NAVPTO WASHDC

PLACE AND DATE OF ISSUE
NAVPTO WASHDC 20371
01JAN90

TRAVELER (Type or print)
T. JONES ESCORT* (PT)

OTHERS (Number)
NO

DEPENDENT TRAVEL CHILDREN (Yes, sex and ages) ☐ SPOUSE

SPECIAL ACCOMMODATIONS AND REQUIREMENTS
ICW CTR B1, 046, 052

CARRIER OR AGENT TENDERED TO
UNITED AIRLINES

TRANSPORTATION AMOUNT (Traveler MUST ascertain cost of transportation and accommodations, if applicable, and record here)

SAMPLE

STOP OVER AUTH.	CITIES	CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	EXCESS BAGGAGE AUTHORIZED WEIGHT	PIECES
	FROM: DCA			
YES	TO: SFO	UA-Y	NONE	NONE
	TO: END: DCA	UA-Y		
	TO:			
	TO:			
	TO:			

Ticket agent WILL NOT accept this copy in lieu of original request

DO NOT tear, fold, or mutilate 1169-232-04

(Continue service requested on the reverse)

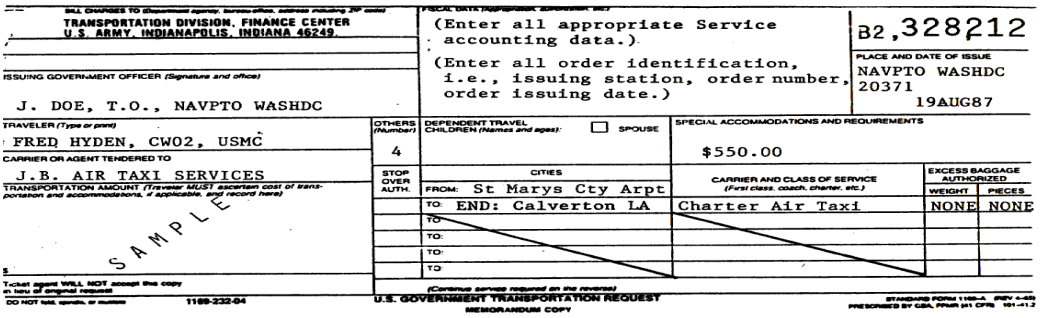
U.S. GOVERNMENT TRANSPORTATION REQUEST
MEMORANDUM COPY

STANDARD FORM 1169-A (REV 9-88)
PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2

Figure O-3. GTR (SF 1169) Example Illustrating Air Transportation of Escort of Human Remains.

G. GTR FOR CHARTERED AIR TAXI SERVICE

One GTR will be issued by the TO to the air taxi operator for each charter. Special fare or rate tender information will be entered in the "Special Accommodations and Requirements" block. The GTR will, in all cases, be annotated "CHARTER" and "AIR TAXI" in the "Carrier and Class of Service" space. See figure O-4 for an example GTR for charter air taxi service.



BILL CHARGES TO (Department agency, bureau/office, address including ZIP code)
TRANSPORTATION DIVISION, FINANCE CENTER
U.S. ARMY, INDIANAPOLIS, INDIANA 46249

FISCAL DATA (Appropriation, allotment, etc.)
(Enter all appropriate Service accounting data.)
(Enter all order identification, i.e., issuing station, order number, order issuing date.)

B2,328212

PLACE AND DATE OF ISSUE
NAVPTO WASHDC
20371
19AUG87

ISSUING GOVERNMENT OFFICER (Signature and office)
J. DOE, T.O., NAVPTO WASHDC

TRAVELER (Type or print)
FRED HYDEN, CW02, USMC

OTHERS (Number)
4

DEPENDENT TRAVEL CHILDREN (Names and ages): ☐ SPOUSE

SPECIAL ACCOMMODATIONS AND REQUIREMENTS
$550.00

CARRIER OR AGENT TENDERED TO
J.B. AIR TAXI SERVICES

TRANSPORTATION AMOUNT (Traveler MUST ascertain cost of transportation and accommodations, if applicable, and record here)
$

SAMPLE

STOP OVER AUTH.	CITIES	CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	EXCESS BAGGAGE AUTHORIZED WEIGHT	PIECES
	FROM: St Marys Cty Arpt			
	TO: END: Calverton LA	Charter Air Taxi	NONE	NONE
	TO:			
	TO:			
	TO:			
	TO:			

Ticket agent WILL NOT accept this copy in lieu of original request

DO NOT fold, spindle, or mutilate 1169-232-04

(Continue service requested on the reverse)

U.S. GOVERNMENT TRANSPORTATION REQUEST
MEMORANDUM COPY

STANDARD FORM 1169-A (REV. 4-89)
PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2

Figure O-4. GTR (SF 1169) Example Illustrating Charter Air Taxi Service.

H. GTRS ISSUED ON A CHECKAGE (COST-CHARGE) BASIS

A GTR may be used when the cost of transportation will be charged to a military member's pay account to return members to their duty station or to an alternate destination as directed by competent authority. GTRs may be issued for members without funds and unauthorized absentees and deserters subject to checkage of their pay accounts. DD Form 139 will be prepared in accordance with the traveler's DoD Component procedures. (See figure O-5 for example of DD Form 139.) A statement will be included in the remarks section of the DD Form 139 which requires the member's signature acknowledging receipt of the GTR and authorization for repayment from the member's pay account. At the request of the member, a replacement ticket may be issued to a dependent for a lost ticket, subject to Pay Account Checkage (cost-charge) against the member's pay. Prepare one (1) original and two (2) copies to forward to the appropriate finance offices or see figure O-6). NOTE: People in leave status should be booked at the non-government fare unless the member is traveling on monetary allowance, in lieu of travel while en route on a PCS move. Refer Army members to the local orders issuing authority to obtain a DD Form 460 (Provisional Pass) prior to the issuance of the DD Form 139. See AR 600-8-105, paragraph 3-14, for additional information on DD Form 460.

PAY ADJUSTMENT AUTHORIZATION

NOTE: *If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.*

MEMBER (Last name)	(First name)	(Initial)	SSN	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE
PUBLIC	JOHN		000-00-0000	MR3	USN	19AUG87

PAY GRADE NO.	LAST PAY RECORD EXAMINED (Month and year)	AMOUNT	APPROPRIATION DATA
E-4		$89.00	1771453.2202 011 12600 0 00000022 2I 000000 000000071131

FROM NAVY PASSENGER TRANSPORTATION OFFICE
PERSONNEL SUPPORT ACTIVITY, NORFOLK
BLDG. A48, NAVAL STATION
NORFOLK, VA 23511-5115

NAME OF ACCOUNTABLE D. O.

SYMBOL NO. | G.A.O. EXCEPTION CODE

TO
OFFICER IN CHARGE
PERSONNEL SUPPORT ACTIVITY DETACHMENT
NAVAL AMPHIBIOUS BASE, LITTLE CREEK
NORFOLK, VA 23521-5450

YOU ARE HEREBY AUTHORIZED TO

☒ CHARGE ☐ CREDIT

THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE

EXPLANATION AND/OR REASON FOR ADJUSTMENT

TRANSPORTATION ISSUED SUBJECT TO CHECKAGE OF PAY ACCOUNT ON 19 AUG 87.

GTR B1,046,052 ISSUED TO PIEDMONT AVIATION FOR AIR TRANSPORTATION FROM WASHINGTON, D.C. TO NORFOLK, VA, VIA PI(ORF). COST TO GOVT $89.00.

AMOUNT TO BE CHECKED $89.00.

I hereby acknowledge receipt of the above listed GTR and agree to a one-time pay account checkage for transportation provided.

John Public

John Public

The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make the adjustment.

FROM NAVY PASSENGER TRANSPORTATION OFFICE
PSD NORFOLK, BLDG. A48, NAVAL STATION
NORFOLK, VA 23511-5115

CERTIFYING OFFICER (Name, rank, title, and signature)

J. DOE, T.O., NAVPTO NORFOLK, VA

I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D. O.'s signature and symbol number.)

CERTIFICATE

TO
NAVY PASSENGER TRANSPORTATION OFFICE
PERSONNEL SUPPORT ACTIVITY, NORFOLK
BLDG. A48, NAVAL STATION
NORFOLK, VA 23511-5115

TYPED NAME AND GRADE OF D.O.

D. O. SYMBOL NO. | DATE

SIGNATURE

DD FORM 1 MAY 80 139 (4 PT) REPLACES DD FORM 139, 1 OCT 48, DD FORM 139, 1 JAN 48, MAY 2 AND A, FORMS 548 AND 549 HAVING 000-00 AND HAVING 519-00 ALL OF WHICH MAY BE USED UNTIL STOCKS ARE EXHAUSTED.

Form approved by Comp. Form 1-76, April 29, 1971

Figure O-5 Example of DD Form 139, Pay Adjustment Authorization.

I. UNUSED GTRS/TICKETS

When a member surrenders an unused GTR or ticket issued against a checkage (cost-charge), and the value of such has already been charged against the member's pay account, a credit adjustment will be issued. A DD Form 139 will be prepared and vouchered reflecting appropriate credit and distributed as listed in paragraph H above. When the amount of authorized credit cannot be determined locally, a request for amount of credit will be included when such unused tickets are forwarded to the CTO or carrier for refund.

Air Force	Defense Finance Accounting Service (DFAS-DE/FTPA) Denver CO 80279-8000
Army	Defense Finance Accounting Service (DFAS-IN/FJE) 8899 East 56th Street Indianapolis IN 46249-0100
Marine Corps	Defense Finance Accounting Service (DFAS-KC/FJA) 1500 East 95th Street Kansas City MO 64197-0001
Navy	Defense Finance Accounting Service (DFAS-CL/FMC) 1240 East Ninth Street Cleveland OH 44199-2055

Figure O-6. Finance Accounting Office Addresses for Distribution of DD Form 139.

J. GTR DISTRIBUTION

1. The first copy of the GTR should be sent to the passenger carrier.

2. The second copy is given to the traveler to be filed with their DD Form 1351-2, Travel Voucher.

3. A copy must be forwarded to the funding finance office Disbursing Station Symbol Number (DSSN).

4. A copy is retained by the issuing Transportation Office (TO) along wit other related documentation.

K. UNUSED GTR DISTRIBUTION

1. Unused GTRs will be turned in to the TO for cancellation. A DD Form 730, Receipt for Unused Transportation Request, will be issued and distributed as follows:

   a. Original plus one copy to traveler (to be attached to DD Form 1351-2).

b. One copy to the funding finance office.

c. One copy to the origin TO along with a copy of the GTR and any other related correspondence.

d. One copy to be used as the issuing TO's file copy.

APPENDIX P

MEAL TICKETS

A. GENERAL

The provisions of this chapter relate to the issuance, use, and care of DD Form 652, Uniformed Services Meal Ticket, for travel within CONUS under the provisions of JFTR U5018.

1. Procurement, Stocking, Distribution, and Accounting. Procedures for the procurement, stocking, distribution, and accounting of meal tickets are prescribed in applicable DoD Component directives.

2. Issuance. Meal tickets will be issued for:

a. Individual and group travel under provisions of the JFTR.

b. Military Assistance Program trainees traveling at the expense of the U.S. Government.

c. Reserve and National Guard personnel on inactive duty training (with pay) upon written request from the commander of the Reserve or National Guard unit. The request will indicate the accounting classification for payment of meals and contain the commander's certification that government dining facilities are not available and contractual feeding cannot be arranged. This provision will not be used to routinely subsist personnel who are in an inactive duty training status.

d. Military dependents when authorized to travel on a per diem basis as an official escort for a deceased military sponsor.

3. Issuance to Other Services

a. Meal tickets may be issued to members of another DoD Component upon presentation of travel orders containing the necessary appropriation. In each case, the information entered in the meal ticket will be the same except for the address in the "Bill to" space. The appropriate address, as shown in Appendix O, figure O-5, of this Regulation will be inserted in the "Bill to" space and the pre-printed address will be lined out.

b. Immediately after issuing meal tickets, the TO will forward the triplicate copy of each ticket to the appropriate fiscal station shown in the accounting classification block along with a copy of travel orders.

4. Number of Meal Tickets to Issue

a. Meals. No more than six hours will elapse between meals in the sequence prescribed below, and no more than 12 hours between the serving of dinner and breakfast. After the travel schedule has been determined a separate meal ticket will be

issued for each meal involved, except as provided for in paragraph b, below. Three meal tickets will be furnished for each full day in travel status. Meal hours are as follows:

(1) Breakfast: 0600 through 0730.

(2) Lunch: 1130 through 1300.

(3) Dinner: 1700 through 1830.

b. Additional Meal Tickets. Additional meal tickets may be issued when it is anticipated that there might be unavoidable delays en route (except when delay en route is authorized and chargeable to leave).

5. Preparation of DD Form 652. Entries on meal tickets will be made by typewriter, ink, or indelible pencil. Care will be taken to avoid alterations or erasures in preparing meal tickets. However, when alterations or erasures are necessary, they will be initialed by the issuing officer before the meal tickets are released to travelers. Meal tickets will not prescribe any date for which meals will be procured. Specific entries on meal tickets will be made by the issuing officer as prescribed below in Figure P-2. (See figure P-1 for blank MT with corresponding numbering blocks).

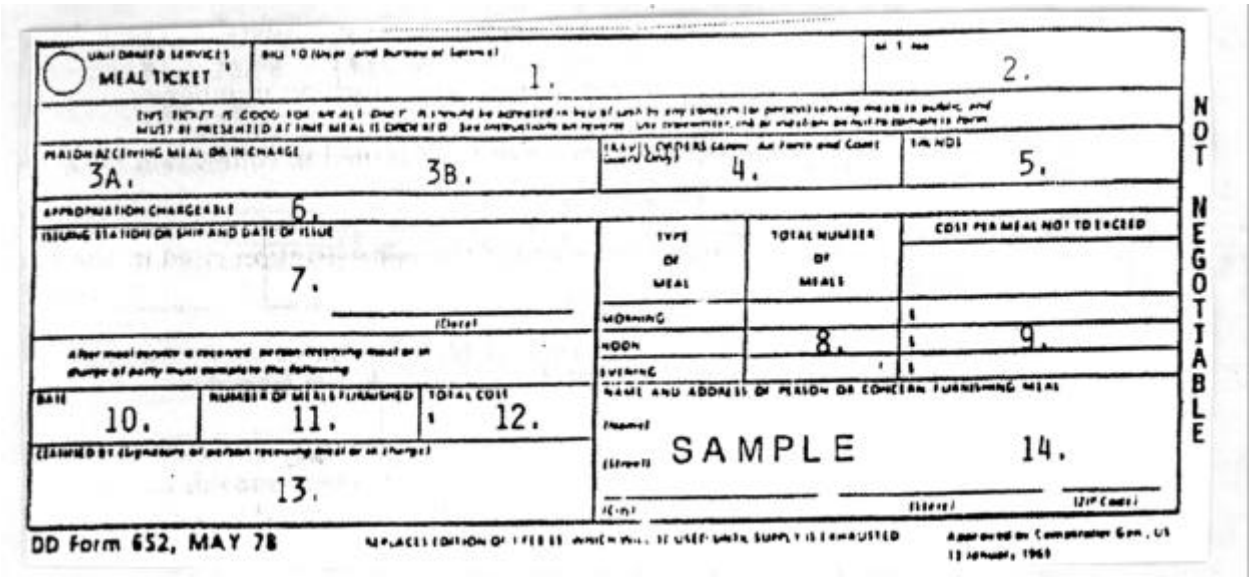


Figure P-1. Example of Blank Meal Ticket (DD Form 652).

INSTRUCTIONS FOR COMPLETION OF DD FORM 652

Block 1: "Bill To" -- For billing purpose, use appropriate Service address listed in Figure O-6.

Block 2: "Meal Ticket Number" -- Numbers are normally pre-printed.

Block 3: a. Person Receiving Meal or in Charge, as identified below --

(1) Individual travel--Enter name and grade of traveler.

(2) Group travel--Enter name and grade of person in charge of group.

(3) Guard(s) escorting prisoner--Enter name and grade of guard(s) (separate from prisoner).

(4) Prisoner escorted by guard--Enter name and grade of guard and in parentheses enter "for use of ___*Name and grade of prisoner*___." Separate meal tickets will be issued for each prisoner under guard.

b. For group travel only -- Behind the group leader's name, enter the number of individuals in the group beside the group leader.
EXAMPLE: John Doe, Sgt, USA, and _5_ others

Block 4: "Travel Orders" -- Enter travel order identification number. When meal tickets are issued to applicants for enlistment for travel to Military Entrance Processing Stations, enter applicable DoD Component regulation authorizing enlistment.

Block 5: "T/R Nos" -- Enter serial number of GTR issued in connection with meal ticket. If a GTR is not issued, enter "None."

Block 6: "Appropriation Chargeable" -- Enter the appropriation cited in the travel orders.

Block 7: "Issuing Station or Ship and Date of Issue" -- Enter designation and location of activity or ship and date meal ticket is issued.

Block 8: "Total Number of Meals" -- Enter the same number of meals as there are members involved for the morning, noon, or evening meal, as appropriate. The number of meals to be procured will be indicated in words, i.e., five (not in numeric characters).

Block 9: Cost Per Meal Not To Exceed. The rates per meal for military members are in JFTR, paragraph U5018. These rates are maximum amounts and do not prevent the traveler or person in charge from securing meals at lower rates whenever desirable. When meals are purchased at a fixed amount, TOs will complete all sections of the meal ticket except the "Certified By" space which will be accomplished by the traveler or traveler in charge. Meals may also be purchased at a rate higher than the value of the meal ticket, provided the individual pays the additional costs with personal funds.

NOTE: If meal service has been prearranged the TO will complete all sections of meal ticket except for Block 13, "Certified By" space. This space will be completed by the person in charge of the group.

Block 10: "Date" -- Enter current date

Block 11: "Number of Meals Furnished" -- Enter the number of meals consumed on this meal ticket.

Block 12: "Total Cost" -- Enter the total cost of all meals used on this meal ticket.

Block 13: "Certified By" -- Signature of traveler or leader.

Block 14: "Name and Address of Person or Concern Furnishing Meals" -- Enter name, address, city, state, and ZIP code of facility where meal was consumed.

Figure P-2. Instructions for Completion of DD Form 652, Uniformed Services Meal Ticket. (Cont')

6. Disposition

a. Original. To person for whom ticket is drawn.

b. Duplicate.

(1) Army and Air Force: Retained by issuing office for file.

(2) Navy and Marine Corps: Refer to appropriate DoD Component directive.

c. Triplicate.

(1) Air Force and Army:

(a) Forward immediately, with a copy of the travel orders, to the fiscal station shown in the accounting classification.

(b) Triplicate copies of meal tickets issued for recruits payable from Army funds will be discarded.

(2) Marine Corps and Navy: Refer to appropriate DoD Component directive.

7. Meal Ticket Chargeable to Member. When the cost of meal tickets is chargeable to a member, whether the meal ticket is issued in the name of the member or in the name of another person for and on behalf of a member charged with the cost, a DD Form 139 (Pay Adjustment Authorization) will be prepared as described in this chapter.

B. ISSUANCE

1. Endorsement of Marine Corps and Navy Travel Orders. Original travel orders will be endorsed to show serial numbers of meal tickets issued, types, and number of meals (for example, one noon and one evening), and the total maximum value of meal tickets.

2. Meal Ticket Instructions

a. General Instructions. TOs will inform persons to whom meal tickets are issued of the instructions on the reverse of meal tickets, and will also caution them that they will be held responsible for unauthorized meals obtained through use of such tickets.

b. Guard Escorting Prisoner. Persons designated as guards to escort prisoners will have custody of meal tickets issued for prisoners. Guards will be instructed that meal tickets are not to be surrendered to prisoners. After meals have been received, the guard having custody of tickets will complete the bottom portion of meal tickets and present them to the representative furnishing the meals.

3. Loss, Theft, Mutilation, or Destruction

a. Unissued Meal Tickets. When issuing officers discover the loss, theft, mutilation, or destruction of meal tickets while in their custody, they will immediately notify, in writing, the fiscal office designated by their DoD Component and furnish the serial numbers of such meal tickets.

b. Issued Meal Tickets. Issuing officers will instruct individuals, or persons in charge of groups, of their responsibility on discovery of loss, theft, mutilation, or destruction of meal tickets. Individuals or persons in charge of groups will report the loss of such tickets to either the issuing officer or the TO at the next duty station who, in turn, will notify the issuing officer.

4. Replacement. When a member reports to the TO that original meal tickets issued to the member has been lost or inadvertently destroyed, the TO will issue the required amount of new meal tickets. When it is clearly established that the member was negligent in the loss or destruction of meal tickets, the monetary value of the newly issued tickets are chargeable against the member's pay account.

5. Disposition of Recovered Meal Ticket. When lost or stolen meal tickets are recovered, disposition will be made as follows:

a. Recovery of Unissued Meal Tickets. TOs will, upon recovery of unissued meal tickets, notify the appropriate fiscal office for removal of the stop-payment order.

b. Recovery of Originally Issued Meal Tickets. If new meal tickets have been issued and charged against a member's pay account or against a person in charge, TOs will prepare and distribute DD Form 139 authorizing credit for previous excess cost/checkage.

6. Unused Meal Ticket

a. Travelers or Persons In Charge of Groups. Issuing TOs will instruct travelers to turn in unused meal tickets immediately on return to duty station or on arrival at new duty station, whichever is appropriate.

b. Action by TOs. TOs receiving unused meal tickets will:

(1) Stamp or write in ink the word "Canceled" across the front of the original and all available copies of the meal ticket.

(2) Prepare DD Form 730 (Receipt for Unused Transportation Requests and/or Tickets, Including Unused Meal Tickets). Endorse the original orders for Marine Corps and Navy members, as appropriate. Disposition of DD Forms 730 and unused or canceled meal tickets issued to members will be in accordance with DoD Component regulations. If the TO receiving unused meal tickets is other than the issuing officer, the canceled original meal ticket and a copy of DD Form 730 will be forwarded to the issuing officer.

7. Restrictions. Meal tickets may not be used:

a. To buy alcoholic beverages.

b. When travel is by commercial aircraft and passage rates include meal service.

c. When travel is by privately owned conveyance on a mileage reimbursable basis.

d. When an advance allowance of per diem has been received.

e. When any portion of travel extends beyond CONUS.

f. For travel of civilian employees.

g. For travel of military dependents, except when a dependent is authorized per diem for the purpose of escorting a deceased military sponsor.

h. For payment of a gratuity.

APPENDIX Q

BUS, RAIL, AND RENTAL CAR AGREEMENTS

APPENDIX QA

MASTER SOLICITATION

APPENDIX QB

MILITARY AIR TRANSPORTATION AGREEMENT

APPENDIX QC

Operational Support Airlift Priorities (OSA)

1. Each DoD Component shall use the following priority and urgency codes when requesting OSA aircraft missions:

a. Priority Codes

(1) Priority 1. Emergency. Airlift in direct support of operational forces engaged in combat, contingency, or peacekeeping operations directed by the National Command Authorities or for emergency lifesaving purposes.

(2) Priority 2. Required. "Required use" airlift or airlift requests with compelling operational considerations making commercial transportation unacceptable. Considerations for making commercial transportation unacceptable may include time or delivery constraints, team travel restrictions, or security requirements. Mission cannot be satisfied by any other mode of travel.

(3) Priority 3. Cost Effective/Space Available. Official business airlift that is validated to be more cost-effective than commercial air travel when supported by military aircraft or official business travel when consolidated with another request(s) on previously scheduled missions.

b. Urgency Codes. These codes, which shall be used within the framework of the priority codes, relate to the amount of time allowable between identification of the requirement and execution of the flight.

(1) Urgency 1 - Combat. Airlift of personnel or materiel in direct support of forces alerted for or engaged in general war or national contingency operations.

(2) Urgency 2 - Lifesaving or Operational. Airlift of personnel or materiel in direct support of lifesaving operation or operational forces deployed or preparing for mobilization.

(3) Urgency 3 - Humanitarian. Airlift of personnel or materiel in direct support of authorized and urgent humanitarian operations.

(4) Urgency 4 - Critical. Airlift of personnel or materiel that, while not fulfilling a higher urgency, would critically impact the outcome of unit requirements if not immediately supported exactly as requested.

(5) Urgency 5 - Priority. Airlift of personnel or materiel that, while not fulfilling a higher urgency, would have a serious impact on the outcome of unit requirements if not fulfilled. Changes or consolidation with other requests would not adversely affect unit requirements.

(6) Urgency 6 - Routine. Airlift of personnel or materiel scheduled as part of an organization's daily and/or weekly routine or travel that is qualified on a cost-effective basis but does not meet the requirements of a higher urgency code. Changes or consolidation with other requests would not affect unit requirements.