

CHAPTER 102

GENERAL TRAVEL PROVISIONS

A. TRAVEL AUTHORITY

1. The TO will procure transportation, travel related services, and authorized accommodations upon receipt of orders as defined in Joint Federal Travel Regulations, Volume 1, (JFTR) Uniformed Service Members, Paragraph U2100, General, and U2115, Orders for Travel and Reimbursement, and Joint Travel Regulations, Volume 2, (JTR), Department of Defense (DOD) Civilian Personnel, and Paragraph C3050, Authorization in Writing. Applicants for enlistment, rejected applicants for enlistment, and rejected registrants are provided travel by the local recruiting unit and not by the local TO.
2. It is government policy that all travelers must be provided coach-class (economy) airline accommodations for all official business travel (including Permanent Change of Station [PCS], Temporary Duty [TDY], Temporary Additional Duty [TAD], Renewal Agreement Travel leave, emergency leave, Rest and Recuperation leave, Funded Environmental Morale leave, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, see JTR, Paragraph C2000 A.2.a Premium (First and Business)-Class Travel/Accommodations/JFTR, Paragraph U2000 A.2.a Premium (First and Business)-Class Travel/Accommodations) and substantiated to justify premium-class transportation (see JTR, Paragraph C2204, Commercial Air Transportation, and JFTR, Paragraph U3125, Commercial Air Transportation).

B. DUAL COMMITMENT TRANSPORTATION

Dual commitment transportation refers to travelers or government entities that make duplicate bookings on any mode of transportation, or are working to have two types of air transportation (military and commercial). Commercial air transportation will not be requested or scheduled for DOD group travel (defined for this purpose as 10 or more seats) unless all actions to obtain military air transportation have been terminated. DOD travelers and government entities will practice prudent use of all modes of commercial transportation to enable the DOD to continue to access low cost commercial travel.

C. ROUTING

1. General.
 - a. Commercial air transportation must be used for DOD passengers in the 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. For international travel, the TO arranging transportation will route passengers IAW DOD policy as stated in Chapter 103.
 - b. When travel orders do not direct a specific mode of transportation, or the directed mode is not available, the TO arranging transportation must route passengers using the best value that meets mission requirements, within established DOD policy.

- c. Transportation of dependents must be IAW JFTR, Chapter 5, Part C, Dependent Travel and Transportation Allowances and JTR, Chapter 7, Dependent Travel and Transportation Allowances, 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 must be IAW Passenger Standing Route Orders (PSROs). MEPS must coordinate with SDDC to establish and maintain PSROs.

D. RESERVATIONS

TOs must use prudent traffic management practices to determine modes of travel and which activity (CTO, AMC, SDDC, or USTRANSCOM DDOC) to use in obtaining reservations and routing. Transportation requests can be submitted to the DDOC through the USTRANSCOM Customer Service portal at <https://customer.transcom.mil> and select Site Map. Click on Contact Channel Requirements Section for individual passengers or call DSN 779-2114 or (618) 229-2114; click on Contact the GOPAX Requirements Section for passenger group movements or call DSN 779-1333 or (618) 229-1333; click on Contact SAAM Requirements Section for SAAM movement of passengers or call DSN 779-1114 or (618) 229-1114. When transportation reservations have been confirmed and changes are required, notifications of the change must be made expeditiously by all entities involved. TOs must 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. PSRO

1. A PSRO is designed to support repetitive DOD travel requirements and must be arranged through SDDC. After receiving a PSRO, the TO will request the CTO to make passenger reservations. SDDC must 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 must be identified by a discrete 17-position alphanumeric code assigned by SDDC/SDPP-IP, Passenger Programs Branch, e.g., PSROIL01104A41020. 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 that may warrant the revision of the PSRO, such information must be promptly

furnished to SDDC/SDPP-IP for consideration and action. Except as provided in Paragraph 6 below, a PSRO must not be changed or canceled by TOs or MEPS personnel without approval of SDDC/SDPP-IP.

5. Government Travel Request (GTR) Entry. See Appendix L 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 must be arranged locally as provided in Paragraph C of this Chapter. If arrangements are made for other than a one-time situation, such information must be furnished to SDDC/SDPP-IP.
 - b. Routing for group movement of recruits, enlistees, and inductees by special train or charter air service must be requested from SDDC/SDPP-IP IAW 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	04	A	4	10	20	
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: 4 (for 2004)									
Explanation: Current year (last numeric digit of year)									
Position: 14-15									
Code: 10 (for October)									
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. Procedures for Arranging Group Moves.
 - a. Submission of Requests. Requests must be received by 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. Requests must contain the following information:
 - (1) Identification of group (such as unit designation, students, Reserve Officer Training Corps).
 - (2) Type of travel (PCS, TDY, or TAD 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.
 - (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 will be indicated separately and identified whether small arms or high explosive. **Note:** When arranging for group passenger charter movements, refer to Figure 102-2, for planning weight instructions.
 - (10) Method of subsistence during travel: meal tickets/check, cash, or dining car.
 - (11) Class, type, and capacity of motor carrier equipment required, if commercial highway transportation is desired.
 - (12) 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 of mode of transportation used.

- (13) Positioning requirement for loading of carrier equipment, e.g., street, building, railhead.
- (14) Special passenger equipment or special accommodations for patients and attendants or prisoners and guards; serial number of government-owned equipment must be included.
- (15) Statement indicating the requester has terminated attempts to arrange government mode(s) of transportation and fully intends to use the commercial air being requested.
- (16) Name/rank or grade, address, and duty, FAX, and home telephone numbers for the POC.

STANDARD PLANNING WEIGHTS

1. General. Actual weights will always be used when manifesting passengers on commercial aircraft. Actual weights should be used for DOD organic aircraft. Use of standard planning weights is authorized on DOD organic aircraft for contingencies or wartime situations only where time does not allow for obtaining actual weights.
2. Standard Planning Weights. The following will be used as planning weights for combat equipped troops being deployed on DOD organic aircraft:
 - a. Passengers with web gear and weapon or with carry-on baggage:
 - (1) Combat: 210 lbs
 - (2) Training: 210 lbs
 - b. Passengers with web gear, weapon, and rucksack or combat equipment/tools:
 - (1) Combat: 300 lbs
 - (2) Rucksacks: Training 40 lbs; combat 80 lbs
 - c. Passengers with duffel bag, web gear, weapon, and rucksack or with duffel bag and combat equipment or tools:
 - (1) Training: 350 lbs.
 - (2) Combat: 400 lbs
 - d. Parachutist with web gear, weapon, and rucksack:
 - (1) Training: 300 lbs
 - (2) Combat: 350 lbs
 - e. Parachutists with no weapon or equipment: 220 lbs.

Only under contingency or wartime situations when time does not permit obtaining actual weights will standard planning weights be used in lieu of actual weights for manifesting passengers or cargo on military aircraft.

If scales are not available, interrogated weights of individuals can be used.
3. The following weights will be used for planning the deployment of non-combat equipped troops on DOD organic aircraft:
 - a. Passenger with no bag: 175 lbs.
 - b. Passenger with hand-carried bag: 195 lbs.
 - c. Additional planning weights:
 - (1) Hand-carried weapon: 10 lbs.
 - (2) Mobility bags: 25 lbs.
 - (3) Mobility pack (mask, web gear, and helmet): 20 lbs.
 - (4) Tool Box: 55 lbs.
 - (5) Checked baggage: 70 lbs.
4. The following planning weights and procedures apply to individuals transported on AMC-chartered commercial aircraft:
 - a. Non-combatant equipped troops: 175 lbs.
 - b. Combat-equipped troops with carry-on bag only: 210 lbs.
 - c. Combat-equipped troops with web gear and weapon: 210 lbs.
 - d. Combat-equipped troops with web gear, weapon, and carry-on baggage: 230 lbs.
 - (1) These weights are for planning purposes only. NO standard body weights will be used for troops transported on commercial aircraft. Use actual scaled weights of individuals with uniform, boots, helmet, weapon, web gear, and hand-carried bag.
 - (2) If scales are not available, interrogated weights of individuals can be used. After asking each individual their weight, use the following additive item weights as necessary to determine total weight of the traveler:
 - (a) Boots: 5 lbs.
 - (b) Helmet: 5 lbs.
 - (c) Uniform: 5 lbs.
 - (d) Web gear: 12 lbs.
 - (e) Weapon: 10 lbs.
 - (f) Hand-carried bag: 20 lbs.

All items transported in the cargo compartment of a commercial aircraft must be weighed.

Figure 102-2. Standard Planning Weights

(17) Passenger name list information must include the following information:

Traveler Identification (ID) Social Security Number (SSN)	Mandatory
Rank	Mandatory
Service Code Army (A), Air Force (AF), Navy (N), Marine Corps (MC), Coast Guard (CG), Civilian (CIV)	Mandatory
Last Name	Mandatory
First Name	Mandatory
Middle Initial	Mandatory
Gender Male (M) or Female (F)	Mandatory
Passenger Weight (actual needed for manifest)	Optional (except for air full plane charter)
Unit Identification Code (UIC)	Optional
Unit Name Identification (In Clear Name)	Optional
Blood Type, e.g., A+, B-, B+, O-, O+.	Optional
Military Occupational Specialty (MOS) or Air Force Specialty Code (AFSC)	Optional
Special Duty Indicator	Optional
Travel Points of Origin and Destination	Optional
Fund Citation (CITE) (for Charter Air)	Optional

(18) User fund CITE/Transportation Account Code must be provided at the time of request. In the event an airlift charter meets transportation needs and is approved by the TO, a TWCF funded contract will be awarded and DFAS will bill users for reimbursement. **Note:** GTRs must not be issued for payment of airlift charter movements.

- d. After the transportation arrangements have been made, the TO will provide the requester all pertinent transportation information, i.e., commercial carrier, flight numbers, schedules, dates, costs, movement symbol and number, and meal service. The TO then prepares the required transportation documents, tickets, and DD Form 1341, Report of Commercial Carrier Passenger Service, Figure 102-3. For air movements, mail the DD Form 1341 to HQ AMC/A3Y, 402 Scott Drive, Scott AFB, IL 62225-5302; for bus movements, mail to HQ SDDC/SDPP-IP, 200 Stovall Street, Alexandria, VA 22332-5000.

REPORT OF COMMERCIAL CARRIER PASSENGER SERVICE <i>(Prescribed by DoD 4500.9-R)</i>										
1. SCHEDULED PAX		2. ACTUAL PAX		3. DATE (YYYYMMDD)		4. CAM/MAIN/MRO NUMBER		5. PSRO NUMBER		
6. NAME OF ORIGIN ACTIVITY					7. NAME OF DESTINATION ACTIVITY					
8. GROUP LEADER				9. DESTINATION TRANSPORTATION OFFICER TELEPHONE NUMBER		10. HQ MTMC DUTY OFFICER TELEPHONE NUMBER				
a. NAME (Last, First, Middle Initial)			b. RANK/GRADE							
c. UNIT/COMMAND NAME			d. TELEPHONE NUMBER			11. NAME OF AIR CARRIER/BUS COMPANY				
e. UNIT/COMMAND ADDRESS (include ZIP Code)					12. ORIGIN		13. DESTINATION			
14. AIR CARRIER PASSENGER SERVICE <i>(X as applicable)</i>					15. COMMERCIAL BUS SERVICE <i>(X as applicable)</i>					
AREAS TO BE RATED		UNSATIS-FACTORY	MARGINAL	SATIS-FACTORY	VERY SATIS-FACTORY	EXCELLENT	AREAS TO BE RATED		YES	NO
a. Check-in convenience							a. Interior and exterior of bus cleaned.			
b. Courtesy of passenger agents							b. Lavatory clean and functional with sufficient tissue, towels, soap, and water, if applicable.			
c. Flight information display							c. Equipped with first aid kit.			
d. Promptness in boarding aircraft							d. Clean headrest covers supplied for each seat.			
e. Baggage handling							e. Overhead rack space provided for coats, hats, and parcels.			
f. Meal service							f. Temperature controlled so as to ensure passenger comfort regardless of outside temperature.			
g. Aircrew courtesy							g. Lighting adequate to service needs of individual passengers.			
h. Aircraft cleanliness							h. Carrier personnel neat, courteous, and helpful.			
i. Aircraft cabin temperature							i. Carrier arranged for clean and sanitary meal stops. Meals consisted of good quantity, quality, and variety.			
j. Announcements <i>(Timing, Clarity, Content)</i>							j. Meal stops made during specified meal hours.			
k. Arrival timeliness							k. During movement, bus operator briefed person in charge concerning irregular events and reasons for delay.			
l. Flight safety							16. REMARKS <i>(Continue on back if necessary)</i>			
m. Overall flight rating										

DD FORM 1341, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

Figure 102-3. DD Form 1341, Report of Commercial Carrier Passenger Service

VEHICLE INSPECTION CRITERIA	DUTIES OF GROUP LEADER
<p>COMMERCIAL BUS MOVEMENT STANDARDS OF SERVICE AND SURVEILLANCE CHECKLIST</p> <p>Section I - Identification Data</p> <p>Section II - Driver Documents</p> <ol style="list-style-type: none"> 1. Driver's license 2. Medical certificate 3. Driver's record of duty status (log) 4. Vehicle Inspection Report <p>Section III - Vehicle Inspection (Walk Around)</p> <ol style="list-style-type: none"> 1. Parking brake 2. Front of bus <ol style="list-style-type: none"> a. Proper lighting b. Windshield wipers c. Cracked windshield 3. Left side of bus <ol style="list-style-type: none"> a. Wheels and rims b. Front tires (4/32" tread depth required) 4. Rear of bus <ol style="list-style-type: none"> a. Exhaust system b. Oil leaks c. Tail lights, turn signals, stop lights, and emergency flashers 5. Right side of bus <ol style="list-style-type: none"> a. Wheels and rims b. Rear tires (2/32" tread depth required) 6. Air loss rate (air leaks) 7. Low air warning device 8. Fuel system 9. Exterior appearance <p>Section IV - Interior Inspection</p> <ol style="list-style-type: none"> 1. Fire extinguisher (properly secured) 2. Emergency warning devices 3. Standee line and sign 4. Seats properly secured to flooring 5. Lavatories clean, door lock operational, towels/lettes supplied if no fresh water system 6. Temperature control 7. Emergency push-out windows operational and properly marked <p>Section V - Carrier Responsibilities</p> <ol style="list-style-type: none"> 1. Meal stops and driver exchange points <p>Section VI - Miscellaneous</p> <ol style="list-style-type: none"> 1. Buses spotted on time, sufficient seating, and baggage space 	<ol style="list-style-type: none"> 1. Serve as the intermediary between all group members and carrier representatives. 2. Responsible for handling of GTRs and any other accountable documents. 3. Prohibit the completion or alteration of carrier tickets by personnel other than bona fide employees of the carrier. 4. Properly dispose of any unused GTRs or other accountable documents. 5. Ensure baggage is positioned for carrier loading. Carrier representative will load baggage. 6. Notify originating and destination TO in the event of unusual delays. 7. Observe condition of carrier equipment prior to departure utilizing vehicle inspection criteria listed. Contact the TO on any disputed items. 8. Annotate meal ticket with actual number of meals provided. 9. Notify TO when any personnel are hospitalized, deceased, or missing. 10. Complete the DD Form 1341 and turn in to the TO. <p>16. REMARKS (Continued)</p>

DD FORM 1341 (BACK), SEP 1998

Figure 102-3. DD Form 1341, Report of Commercial Carrier Passenger Service (Cont'd)

- 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/DDOC 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 must 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/cards, and the DD Form 1341.
 - (3) Accuracy of passenger manifests.
 - (4) Schedule date and time of departure, route, symbol and numbers, 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) Completion and distribution of 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 will be noted and called to the attention of the carrier representative. If member(s) of the group inflict damage, 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 I.)
- (14) Payment for charter bus moves may be transacted by a government-issued travel credit card, presenting the original GTR to the driver, or IAW carrier instructions.
- (15) Responsibility to ensure actual (interrogated) weights of personnel and actual weights of bags (Air only) are used unless in direct support of forces alerted for or engaged in general war or national contingency operations.

G. MILITARY PRISONER WITH GUARD

When commercial transportation is used for moving prisoners under guard, the movement must be accomplished in a manner that permits the least possible contact with the general public. Consideration must be given to all modes in selecting the type of transportation that 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 published tariff rate application. Travel must be IAW JFTR, Paragraph U7400, Prior Orders. (For dependents, see JFTR, Paragraph U5237, Dependents' Transportation When Transportation Documents or Funds Are Lost or Stolen.) 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 enlistment, applicants for flight training, members discharged under other than honorable conditions, and discharged and/or paroled prisoners are entitled to transportation IAW JFTR, Chapter 7, Travel and Transportation Allowances Under Special Circumstances and Categories.

J. DEPENDENT TRAVEL

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

1. Authority.
 - a. Member's Family Member. Transportation of dependents is authorized by JFTR and DOD regulation.
 - b. Civilian Employee's Family. Transportation of dependents is authorized by JTR and DOD regulation.

2. Transportation of Military Dependents.

- a. Application by Member. CONUS transportation furnished to military dependents must be supported by dependent travel orders; or member's orders; or DD Form 884, Application for Transportation for Dependents, Figure 102-4, supported by proper travel authority, i.e., member's travel order. When concurrent travel is authorized, dependents may travel with the member. OCONUS transportation furnished to military dependents must be supported by the sponsor's concurrent travel order or dependent travel authorization that include the name, relationship, and dates of birth of dependents. When different accounting symbols, projects, or other subdivisions are included on one GTR, the number of persons chargeable to each subdivision must be clearly shown.
- b. Distribution of DD Form 884. For Army, Marine Corps, and Navy sponsored dependent travel, the DD Form 884 must be prepared in duplicate. The original, signed by the applicant, must be retained with a copy of the member's travel order, GTR file copy, and other documentation for each member's case file. The duplicate copy must be given to the applicant. An additional signed copy must be forwarded to the member's receiving finance and accounting office when issued under CTO billing 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 must 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.

3. Transportation of Civilian Dependents.

Dependents of civilian employees will be transported IAW the provisions of JTR Chapters 2, 3, and 4. Transportation of dependents of civilian employees will be supported by dependent travel orders or the employee's travel orders that include the names and relationships of eligible dependents and dates of birth of children authorized to travel.

APPLICATION FOR TRANSPORTATION FOR DEPENDENTS			DD COMPONENT
<p>THE PRIVACY ACT OF 1974. AUTHORITY: 37 U.S.C. 406 (Military); 5 U.S.C. 5724 (Civilian). THE PRINCIPAL PURPOSE: Application for transportation-in-kind of dependents with CONUS used as an authority to issue transportation requests in absence of dependent travel orders. ROUTINE USES: Used in lieu of dependent travel orders by transportation offices to issue transportation requests within CONUS. VOLUNTARY: However, if information is not furnished, transportation would not be furnished.</p>			
NAME OF APPLICANT (Last, First, MI)		RANK	GRADE
FILE or SERVICE NO./SSN			
SHIP OR STATION			
NAME OF DEPENDENT FOR WHOM TRANSPORTATION IS REQUESTED (Last, First, MI)	RELATIONSHIP* (Adopted son, step-daughter, etc.)	DATE OF BIRTH (Children) (YYMMDD)	LOCATION AT TIME OF RECEIPT OF ORDERS** (City, State)
*If other than a lawful spouse or unmarried legitimate child under 21 years of age of a member, complete applicable certificates below.			
PRESENT ADDRESS OF DEPENDENTS (Street Address, City, State and ZIP Code)			
OLD PERMANENT STATION	NEW PERMANENT STATION	DATE OF ORDERS (YYMMDD)	
TRANSPORTATION REQUESTED (FROM) (City, State)	(TO) (City, State)	(VIA) (ROUTE) (City, State)	
DATE OF DEPARTURE (YYMMDD)	BY (Air, Rail, etc.)	FOR TRAVEL OUTSIDE THE U.S., IS GOVERNMENT AIR TRANSPORTATION ACCEPTABLE FOR YOUR DEPENDENTS? YES <input type="checkbox"/> NO <input type="checkbox"/>	
**If travel is from other than vicinity of old station or to other than vicinity of new station, state reasons; if orders were received during temporary absence of dependents from old duty station, explain necessity for their return directly prior to proceeding to new station.			
I CERTIFY THAT TRANSPORTATION FOR PERSONS LISTED ABOVE, WHO WERE MY DEPENDENTS ON THE EFFECTIVE DATE OF APPLICABLE ORDERS, IS BEING REQUESTED WITH THE INTENT OF ESTABLISHING A BONA-FIDE RESIDENCE. I FURTHER CERTIFY THAT I HAVE NOT MADE APPLICATION OR SUBMITTED CLAIM FOR TRANSPORTATION OF MY DEPENDENTS ON THIS CHANGE OF STATION EXCEPT AS FOLLOWS:			
I CERTIFICATE OF PROOF OF DEPENDENCY	<p>(Required for dependent parents, adopted children, stepchildren and for mentally or physically incapacitated children over 21 years of age.)</p> <p>I CERTIFY THAT MY DEPENDENT(S) (Relationship) _____, NAMED ABOVE, IS/ARE IN FACT DEPENDENT UPON ME AND THAT A CERTIFICATE OF DEPENDENCY WAS APPROVED BY THE APPROPRIATE AGENCY. I FURTHER CERTIFY THAT THERE HAS BEEN NO CHANGE IN THE CONDITIONS OF DEPENDENCY SINCE THE CERTIFICATE WAS APPROVED.</p> <p>(NOTE: In the case of a dependent parent, the certificate of dependency must be approved annually.)</p>		
II CERTIFICATE OF RESIDENCE OF PARENT	<p>(Required for a dependent parent in addition to I.)</p> <p>I CERTIFY THAT MY DEPENDENT(S) (Relationship) _____ IS/ARE RESIDING AS A MEMBER OF MY HOUSEHOLD AND WILL RESIDE AS A MEMBER OF MY HOUSEHOLD ESTABLISHED INCIDENT TO THIS CHANGE OF STATION.</p>		
III CERTIFICATE FOR STEPCHILD	<p>(Required for a step child in addition to I.)</p> <p>I CERTIFY THAT (Name of child's other parent) _____ THE MOTHER/FATHER OF THE STEPCHILD/STEPCHILDREN NAMED ABOVE, WAS MY LEGAL SPOUSE ON THE EFFECTIVE DATE OF APPLICABLE ORDERS.</p>		
DATE (YYMMDD)	SIGNATURE OF APPLICANT		

DD FORM 884, NOV 80 (EG)

SUPERSEDES ALL PREVIOUS EDITIONS.

Designed using Pertam Pro, W-5620-01, Oct 84

Figure 102-4. DD Form 884, Application for Transportation for Dependents

K. CIRCUITOUS TRAVEL

Circuitous travel is defined as travel by a route other than the one that would normally be prescribed by a TO between the places listed in travel orders. Members and their accompanying dependents that are command sponsored may be authorized circuitous travel in connection with PCS travel to, from, and between overseas areas. Dependents may travel independent of their sponsor. The designated official approves/disapproves requests for circuitous travel. For Navy, the approval authority is the commanding officer. The traveler assumes responsibility for all costs exceeding those of the normally prescribed route (See JFTR, Paragraph U5116-E, Reimbursement When Member Performs Circuitous Travel). Approval authority for circuitous travel must 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 the applicant has indicated that he/she has sufficient funds to defray the cost of travel where government-expense transportation is not authorized. The 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 must arrange travel accommodations. Requests must be made as soon as requirements are known. Accommodations provided members and DOD civilian employees on official travel vary 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 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. SDDC manages, operates, and maintains the DOD STATCO management information system. SDDC 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 SDDC, ATTN: SDPP-IC, Customer Information Support Branch, 200 Stovall Street, Alexandria, VA 22332-5000. Contracted CTOs and DOD Components must provide commercial travel reservation data to HQ SDDC, ATTN: SDPP-IC, Customer Information Support Branch, 200 Stovall Street, Alexandria, VA 22332-5000, on individually ticketed travel including TO-routed groups, to support STATCO system data requirements. Include group travel arranged by USTRANSCOM/DDOC in STATCO reporting. Specific data reporting procedures and data elements are prescribed at Appendix H.
2. DOD Components must ensure that reporting requirements are contained in their travel services contracts. For travel not arranged by CTOs, data will be submitted from the Services' DFAS offices based on information extracted from GTRs. This data will support STATCO system data requirements. Report to HQ SDDC, ATTN: SDPP-IC, Customer Information Support Branch, 200 Stovall Street, Alexandria, VA 22332-5000. Specific data reporting procedures and data elements are prescribed at Appendix H.

N. 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 CDR overseas, that CTO services cannot satisfy a DOD installation's travel requirements.

2. Selection of a contractor to perform the CTO services must be accomplished on a competitive basis IAW 10 U.S.C. § IV, Chapter 137, Procurement Generally, as amended, and the Federal Acquisition Regulation (FAR).
3. CTOs must provide a full range of travel services which include, but are not limited to, air, bus, rental car/truck, rail, and water reservations, group movements, and ticketing delivery; lodging reservations, detailed management information, and availability of a 24-hour toll-free information and assistance telephone number.
4. CTOs and in-house travel service offices must comply with procedures and requirements in Chapter 103, Paragraph A, of this Regulation.
5. Transportation bill payment procedures must be as prescribed by the DOD Component and must be included as part of their travel services contracts.
6. CORs must ensure CTO contracts have required coding of non-compliance with DOD travel policy defined in Chapter 103, Paragraph A, of this Regulation. Coding must be IAW Appendix H.
7. When available, use of CTOs by travelers is mandatory (See JTR, Paragraph C2207, Arranging Official Travel, and JFTR, Paragraph U3120 Arranging Official Travel).
8. Whenever it is determined by a DOD Component that a concession fee will be paid on official travel, the requirement for a fee will be set out in the solicitation contract, or other document setting forth the agreement of the parties. The fee will be credited to the appropriation charged with the cost of the employee travel.
9. If there is a sufficient volume of unofficial travel and the viability of the CTO providing official travel services will not be jeopardized, the DOD Component, or theater CDR, or designee, may elect to permit establishment of an additional morale, welfare, and recreation CTO to serve the unofficial travel needs of the installation. Such nonappropriated fund contracts will be awarded competitively IAW DODD 4105.67, Nonappropriated Fund (NAF) Procurement Policy.

O. HUMAN REMAINS

The TO must work closely with mortuary affairs/decendent affairs office for arranging transportation of human remains. (See Appendix L for GTR preparation).

P. ESCORTS WITH DECEASED MEMBERS (HUMAN REMAINS)

The normal mode for movement of escorts for deceased members/employees is air. (See Chapter 103 for further information).

1. Deceased Military Personnel. Escorts (military or civilian) for the remains of deceased military personnel must be furnished travel as provided in JFTR, Paragraph U7601, Escorts Accompanying Remains of Deceased Members.
2. Deceased Civilian Personnel. Travel expenses of an escort for the decedent's remains are allowable. See JTR, Paragraph C6062, Escort(s) for Employee Remains.

Q. PROMOTIONAL ITEMS FROM COMMERCIAL SOURCES

1. Official travelers may accept promotional items, including frequent flier miles, and use them for personal travel. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional government cost. Any promotional items obtained through official travel belong to the traveler. This includes frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities. Personal use of the promotional items regardless of when the mileage was accrued is allowed. For more information and conditions, e.g., relinquishing seats, lost or delayed accompanied baggage, see JFTR, Chapter 1, Part B, Gifts, Gratuities and Other Benefits Received from Commercial Sources and JTR, Chapter 1, Part D, Gifts, Gratuities and Other Benefits Received from Commercial Sources Incident to Performance of Official Travel at <http://www.dtic.mil/perdiem/trvlregs.html>.
2. It is recommended that DOD personnel who elect to use their promotional awards to upgrade to a higher class of service, i.e., using frequent flyer miles to upgrade to business or first class, do not wear a uniform or allow a rank or grade to be associated with an upgrade. However, members must adhere to individual DOD Component requirements and the DOD Foreign Clearance Guide (<http://www.fcg.pentagon.mil>).

R. LOST COMMERCIAL AIRLINES TICKETS

1. Procedures in this paragraph are applicable to all DOD Components. For additional procedures for Air Force, Navy, and Marine Corps procedures, see Air Force Instruction (AFI) 24-101, Passenger Movement, Chief of Naval Operations Instruction 4650.15, Navy Passenger Transportation Manual, and Marine Corps Order (MCO) P4600.7, Marine Corps Transportation Manual respectively.
2. GTR or Commercial Ticket. When a GTR or ticket is lost, stolen, or destroyed, duplicate transportation must not be furnished by a TO, except under conditions described in Paragraph R.5 below.
3. Travelers must report lost CTO-issued airline tickets immediately to the TO at the installation where the tickets were issued. The traveler must also notify the airline that issued the ticket of the loss. The TO must obtain all pertinent ticket information needed from the passenger itinerary. The traveler is required to obtain a Lost Ticket Refund Application (LTRA) form from the airline or through the CTO. The report will 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 will immediately notify the designated carrier and other local carriers of the loss or theft.
4. Travelers who lose GTRs and/or tickets will immediately notify the issuing TO. TOs will assist the traveler by preparing a report, which includes the following information:
 - 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 LTRA forms are issued by the carrier, the traveler must ensure that the following address is shown on the form: Treasurer of the US, in care of (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.
 - k. Copies of receipts.
 - l. For tickets issued under Local Payment of Airlines/CTO billing procedures, a copy of airline service request.
 - m. TO, upon receipt of the above, must immediately notify the designated carrier on a SF 1170, Redemption of Unused Tickets, Figure 102-5 requesting reimbursement for the amount paid for the transportation.
 - n. The TO must initiate refund tracer action on SF 1170 with the carrier until the case is closed.
5. Obtaining Duplicate Transportation. The traveler must be informed to use personal funds to purchase transportation services necessary to complete authorized travel. Receipts must be obtained from the carrier to support a 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 L of this regulation for procedures for issuing a cost-charge GTR. Reporting requirements in Paragraph R.3 above apply when a cost-charge GTR is issued.
6. Recovery of Lost Documents. Documents reported as lost or stolen and are later found must be turned into the 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.

REDEMPTION OF UNUSED TICKETS - Original				TICKET NUMBER OR GOVERNMENT TRANSPORTATION REQUEST (GTR) NO.:		
DATE	FILE REFERENCE	GOVERNMENT CHARGE CARD NUMBER	DATE TICKET OR GTR ISSUED			
PASSENGER'S NAME			PLACE ISSUED			
ORIGIN			DESTINATION			
ATTENTION: Refund is requested for each segment of unfurnished passenger transportation services indicated below. Any unused tickets involved are attached.						
FORM NO.	TICKET NO.	NO. OF PASSENGERS AND FARE BASIS	UNUSED FROM	UNUSED TO	FOR CARRIER'S USE ONLY	AMOUNT OF REFUND
TOTAL						
REMARKS						
TRANSPORTATION SERVICE PROVIDER'S NAME AND ADDRESS			AGENCY'S APPROPRIATION			
			NAME AND ADDRESS TO WHICH REFUND IS TO BE MADE			
INSTRUCTIONS						
<ol style="list-style-type: none"> 1. Transportation Service Providers (TSPs) should not effect adjustment by crediting the value of unused tickets in presenting charges on other bills. 2. TSPs should not request that the agency furnish any payment or billing identification of the bill which covered the charges on the Government charge card/U.S. Government Transportation Request involved. 3. The value of each unused ticket that appears in the listing should be inserted by the TSP on the face of the original copy of this form in the column captioned, "Amount of Refund." 4. The original copy should be returned to the agency specified on the form with the check covering the refund due. Check may be made payable to the agency or the "Treasury of the United States." 						
NOTICE						
<p>This debt is now due. Payment should be made promptly. Interest on this debt accrues from the date of this notice. Such interest becomes payable and this debt becomes subject to administrative costs and penalty charges, if it is not paid within 30 days of the date of this notice. In order to avoid such interest, administrative costs, and penalty charges, the amount due must be paid within 30 days of the date of this notice. If necessary, it is the intention of the agency to which refund is to be made to collect this claim by administrative setoff. You may inspect and copy agency records pertinent to this debt, obtain an agency review of the decision related to the debt, and propose a written agreement with the agency for the repayment of the debt.</p>						
AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION IS NOT USABLE			STANDARD FORM 1170 (REV. 4/2001) Prescribed by GSA, FPMR (41 CFR) 102-118			

Figure 102-5. SF 1170, Redemption of Unused Tickets

7. 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 member on a cost-charge basis, the following procedures must be used.
 - a. Traveler. The traveler must submit a request for reimbursement, through the local TO, to the finance office. Copies of tickets purchased by the traveler and all receipts received from the carrier must be included with the request. The TO must provide a copy of the SF 1170 (Figure 102-5) to the finance office and to the member. The member must submit a copy of the SF 1170 with the travel voucher, DD Form 1351-2, Travel Voucher or SubVoucher, (Figure L-2) for immediate reimbursement. After the TO verifies that the original GTR(s) ticket(s) was not used, the TO must notify the 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 to the Government the cost of the fraudulently used transportation.
 - b. TO. The TO must ensure that the traveler is aware of Paragraph R. The TO must also forward any refund checks received from the carrier with the traveler's request for reimbursement so that the finance office can make adjustments.
 - c. Refund Received by TO or Traveler. Refund checks received by the TO or traveler from a carrier must be forwarded to the local finance office or to the DFAS 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. US GTR

See Appendix L for information concerning GTRs.

T. MEAL TICKETS/CHECKS

See Appendix M for meal ticket/check preparation guidance.

U. CARRIER AGREEMENTS

Agreements between SDDC and commercial bus and rail carriers, and rental car/truck vendors are available at the following Internet address: <https://www.sddc.army.mil>, then select Passenger and Carriers & Programs or by contacting HQ SDDC, ATTN: SDPP-IP, Passenger Programs Branch, 200 Stovall Street, Alexandria, VA 22332-5000.

V. EMERGENCY TRAVEL

1. General. The following guidance is provided for processing travel in connection with bona fide emergencies for members, and their dependents.
2. Funded Emergency Travel and Related Space Available Travel. The member's CDR is responsible for granting emergency leave. Once it has been determined that emergency travel is to be undertaken, the member and/or dependent(s) are entitled to funded round-trip transportation IAW JFTR, Paragraph U7205, Transportation in Personal Emergencies. Travel will not be denied because of insufficient funds. The emergency traveler must be provided the five means of

travel options or combinations as shown below and outlined in the DODR 4515.13-R, Air Transportation Eligibility, Chapter 2, Paragraphs A. 4.a through A. 4.e:

- a. Government-funded travel on DOD aircraft if the specific conditions in the JFTR exists.
 - b. Government-funded commercial travel if the specific conditions in the JFTR exist.
 - c. Member-funded (space-required) travel aboard DOD aircraft when the specific conditions for Government-funded travel in the JFTR does not exist.
 - d. Space-available travel aboard DOD aircraft.
 - e. Member-funded personal transportation arrangements on commercial aircraft.
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. Table 102-1 is provided to assist in making a determination on emergency travel authorizations and entitlements. (If a conflict exists between this regulation, Table 102-1, and the JFTR, the JFTR takes precedence).
 4. Emergency Travel of DOD Civilians. See JTR, Chapter 6, Part J, Emergency Travel of Employee Due to Illness or Injury or a Personal Emergency Situation Anywhere in the World, to determine entitlements.

Table 102-1. Emergency Travel Entitlements and Space Available Eligibility Table

Rule	A Situation	B Entitlements	C Remarks
1	Member is stationed in the CONUS and his or her domicile is outside the CONUS. (See Note 1.) Emergency is outside the CONUS.	Member and (or) dependents authorized space required government transportation via AMC from the 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. (JFTR, Volume 1) (See Note 3.)
3	Member is stationed in the CONUS and his or her domicile is in the CONUS. (See Note 1.) Emergency is outside the CONUS.	Member is authorized space-available travel via AMC from the CONUS to overseas location and return. Dependents authorized space available (or space required cash reimbursable) travel from the CONUS to overseas location and return.	
4	Same as Rule 3 above.		Government funded commercial transportation is not authorized.

Rule	A Situation	B Entitlements	C Remarks
5	Members stationed in the CONUS not on TDY or away from permanent duty station/home port and emergency is in the CONUS.	Member authorized space available government travel.	Dependents are not authorized to travel space available within the CONUS. Government-funded commercial transportation is not authorized. (DODR 4515.13-R)
6	Member is stationed overseas and emergency is in the CONUS.	Member and (or) command sponsored dependents authorized space required government transportation via AMC from overseas location to the 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 the CONUS closest to the international airport of overseas departure. Return is between the same points. (JFTR, Volume I) (See Note 3.)
8	Member is stationed overseas and emergency is outside the 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 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 airport servicing the location authorized by the emergency travel order. (JFTR, Volume 1) (See Note 3.)
10	Dependents residing outside the CONUS separate from member and on behalf of the member are entitled to a station allowance. Emergency is in the CONUS.	Authorized space required transportation via AMC from overseas location to the CONUS and return. If government transportation is not reasonably available, commercial air is authorized.	Travel originates from a overseas duty location or location at which notification was received. Travel is authorized to the international airport in the CONUS closest to the international airport overseas departure. Return is between the same points. (JFTR, Volume 1) (See Note 3.)

Rule	A Situation	B Entitlements	C Remarks
11	Above emergency occurs outside the CONUS. (See Note 2.)	Authorized space required transportation via AMC from overseas location to the 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 the CONUS) away from his or her permanent duty station (inside or outside the CONUS) or members assigned to ships away from the homeport.	Authorized to travel at government expense from the TDY location to the permanent duty station, homeport, 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 12 above.	Commercial air is authorized when government transportation is not reasonably available.	
14	U.S. citizen civilian employed outside the CONUS with emergency situation inside or outside CONUS.	Employee and/or dependents authorized space available (or space required cash reimbursable) travel via AMC between the CONUS and overseas or between overseas areas.	Government-funded commercial transportation is not authorized (DODR 4515.13-R)

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 permanent legal residence (See JFTR, Paragraph U7205)". The spouse's original domicile has no bearing on emergency leave entitlements.
2. The cost of commercial transportation authorized or approved must 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 OCONUS 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 a 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. Exception: Dependents eligible for the Non-Command Sponsor Dependent Travel in Category V. Required documentation for the program is still necessary.
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.