



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON COMMAND, FORT BRAGG  
2175 REILLY ROAD, STOP A  
FORT BRAGG, NORTH CAROLINA 28310

REPLY TO  
ATTENTION OF:

20 SEP 2012

IMBG-LGT-M

MEMORANDUM FOR Personnel Movement Personnel and Customers

SUBJECT: Personnel Movement (PM) Standing Operating Procedure (SOP)

1. The enclosed PM SOP establishes procedures for obtaining transportation services for the areas of worldwide passenger travel, port calls, group movement and Centrally Billed Accounts (CBAs).

2. References:

- a. AR 55-46, Travel Overseas, 20 Jun 94.
- b. AR 600-8-10, Leave and Passes, 4 Aug 11.
- c. DOD Defense Transportation Regulation 4500-9-R, Part I, Passenger Movement, 8 Feb 12.
- d. DOD 4515.13-R, Air Transportation Eligibility, 14 Apr 09.
- e. Joint Federal Travel Regulation Volumes I and II, 1 Sep 11.
- f. Travel and Transportation Reform Act of 1998, Public Law 105-264, 19 Oct 98.
- g. Memorandum, OUSA, 1 Jun 11, subject: Army Travel Charge Card Program, Individually Billed Account Use for Official Travel Related Expenses.
- h. Memorandum, OASA (FM&C), 22 Sep 10, subject: Centrally Billed Accounts (CBAs) Policy and Procedures.
- i. CBA Reconciliation Manual, Defense Travel System, 6 Jan 09.

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j. Fort Bragg Regulation 385-4, Safety Standards for Field Operations, 11 Aug 94.

k. Fort Bragg Regulation 385-10, The Army Safety Program, 4 Oct 11.

3. The point of contact for this SOP is Mr. Simon Lim at (910) 907-2597 or e-mail: [simon.e.lim.civ@mail.mil](mailto:simon.e.lim.civ@mail.mil).

Encl



ROBERT F. FRANKS  
Director of Logistics

## Personnel Movement (PM) Standing Operating Procedure (SOP)

1. Purpose. The purpose of this SOP is to provide procedures for obtaining transportation services for agencies requiring individual or group air travel, chartered bus movement, and use of the Centrally Billed Account (CBA).

2. Scope. The procedures outlined in this SOP apply to all eligible military, Department of Defense (DOD) civilians, and their respective dependents within the Fort Bragg area of responsibility.

3. General.

a. The Fort Bragg Installation Transportation Office, Personnel Movement Section, is located in the Soldier Support Center, bldg 4-2843, Normandy Drive, 1st floor. Hours of operation are from 0800-1600, Monday-Friday.

b. The primary telephone numbers for Personnel Movement Sections are:

(1) Port Call, (910) 643-4220.

(2) Group Travel, (910) 396-4196.

4. Procedures.

a. Port Call Section:

(1) The Port Call Section will review all official travel orders, authorizing travel by commercial carrier.

(2) The Port Call official will make the designation for the mode of travel that will provide satisfactory service, overall economic benefit, and meet military requirements.

(3) Five copies of travel orders must accompany traveler to the port call appointment in order to arrange for official travel.

(4) Service Members must have their clearing papers stamped before tickets can be issued. Individuals separating from the military utilizing transition orders must have a category stamp from the Finance Office before travel can be arranged.

(5) For flights where no Air Mobility Command (AMC) flights are available through Global Air Transportation Execution System (GATES), prepare a Passenger Routing Sheet with pertinent travel information and provide to the Commercial Travel Office (CTO) for action.

(6) Service Member must complete DD Form 884, Application for Transportation for Dependents, when traveling stateside.

b. Group Travel Section:

(1) Group Travel will process unit requests for travel by commercial air and charter air/bus, selecting the lowest cost service that will meet mission requirements.

(2) Note: For bus travel, meal tickets are provided if requested by the unit.

(3) The requesting unit/agency must submit a Group Movement Installation Transportation Request, FB Form 1495-E (available at the Transportation Office) 10 days prior to travel for Continental United States (CONUS) and 20 days prior to travel for Outside the Continental United States (OCOUS).

(4) Transportation is provided for group movement of 10 or more passengers for air travel and 5 or more passengers for charter bus.

(5) All cancelations/changes to the original Group Movement Installation Transportation Request must be justified in writing 72 hours prior to travel.

(6) Signed memorandum or Military Interdepartmental Purchase Request (MIPR) containing appropriate fund cite is required along with a manifest for group travel.

c. Chartered Air:

(1) Prepare an FB Form 1495-E for processing into the Group Operational Passenger System (GOPAXS). The form must be submitted 10 days prior to the required delivery date to ensure availability of aircraft.

(2) After notification from the US Transportation Command (USTRANSCOM), the Group Movement Section will inform the unit of the estimated cost; that final cost will include a 10% Transportation Working Capital Fund Fee.

(3) The unit will provide the Group Movement Section a memorandum with a line of accounting to be forwarded to USTRANSCOM through the GOPAXS.

(4) Upon return of bids, the flight is reserved.

d. Bus Travel:

(1) Group travel orders with appropriate fund cite and manifest must be submitted before travel can be booked. A separate fund for meal tickets is required if the unit needs to obtain meal tickets for bus travel only.

(2) The lowest cost service which will accomplish the mission must be used, as it is actually cheaper for the government. In this respect, a route used must not have such long delays as to increase per diem or other expenses that will offset or exceed the amount saved by using the lowest cost.

(3) Prepare a DD Form 139, Pay Adjustment Authorization, to process when the cost of transportation will be charged against the Service Member's pay. This form is prepared to arrange special category travel for special situations, such as the relocation of individuals classified as prisoners who require military escorts.

(4) Prepare a DD Form 460, Provisional Pass, for Military Members who are apprehended based on Absence Without Official Leave (AWOL) and are being returned to a military installation.

(5) Note: For AWOL, a DD Form 460 must be obtained before a DD Form 139 can be completed and submitted.

e. Centrally Billed Accounts (CBAs):

(1) The Department of Defense (DOD) policy states that the Government Travel Charge Card (GTCC) will be used by all DOD personnel to pay for all costs related to official government

travel. Official government travel is defined as travel under competent orders while performing duties pertaining to official government assignments, such as Temporary Duty (TDY) and Permanent Change of Station (PCS).

(2) Military personnel and DOD civilians travelling at least twice per year must obtain an Individual Billed Account (IBA) Card, also called a GTCC, which is issued to the individual. A GTCC specifically designed for those travelers not qualified to have an IBA is called a CBA. The CBA is not issued to the traveler; it is issued to an organization. The management, oversight, and reconciliation of the CBA are the responsibility of the Installation Transportation Office (ITO) on a reimbursable basis.

(3) Major organizations in Fort Bragg are assigned to specific CBAs for air and rail mode of travel for official duty only. There are also assigned CBAs for chartered commercial bus/van usage.

(4) The CBAs will be used for official travel only. Travel authorization/order must be annotated stating the Soldier is exempt from the mandatory provision of the Travel and Transportation Reform Act of 1998 (TTRA), Public Law 105-264. Otherwise, the traveler is in possession of an IBA; and it must be utilized.

(5) A DOD traveler who misuses the GTCC is subject to administrative or disciplinary action. To prevent misuse of the GTCC IBA and city-pair airfares for leisure travel, a copy of the relevant travel authorization/order must be provided to the Commercial Travel Office (CTO)/Travel Management Center before the final ticketing. Electronic Defense Travel System-generated authorizations, available online for viewing or reproducing, suffice to meet this requirement and preclude the necessity of the authorization being physically provided as prohibited by the Defense Travel Agency (DTA) 3 CTO Contract.